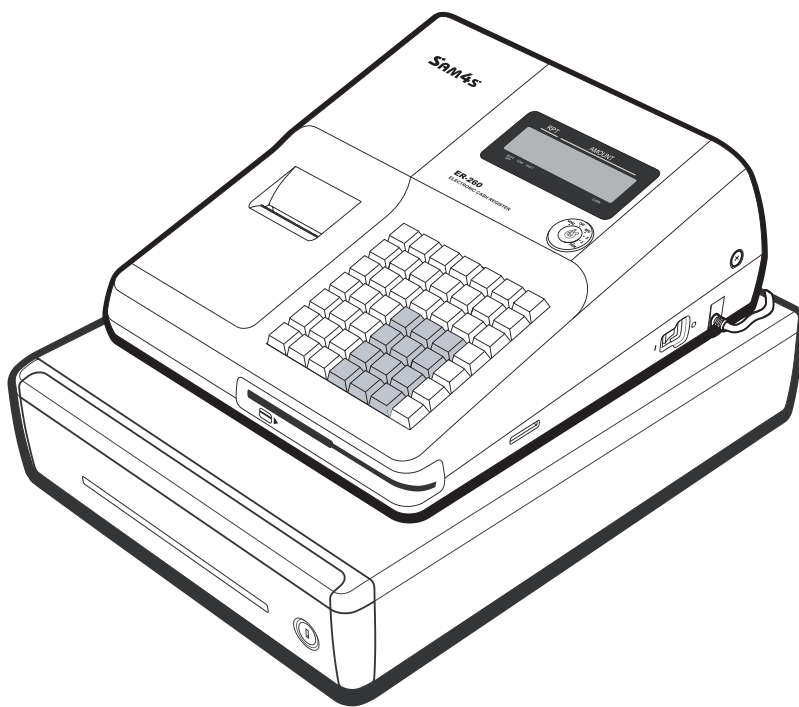




ER-265 Electronic Cash Register

Operator's and Programming Manual



*For Fast Startup, See
"Quick Setup" on page 13*

All specifications are subject to change without notice.

©2006, CRS, Inc.
M-ER260 Version 1.2

CRS, Inc.

Limited Warranty and Disclaimers of Warranty

This manual has been developed by CRS, Inc. It is intended for the use of its customers and service personnel and should be read in its entirety before attempting to install, use or program the product(s).

Nothing contained in this manual shall be deemed to be, and this manual does not constitute, a warranty of, or representation with respect to, the product or any of the products to which this manual applies. This manual is subject to change without notice and CRS, Inc. has no obligation to provide any updates or corrections to this manual. Further, CRS, Inc. also reserves the right, without prior notice, to make changes in equipment design or components as it deems appropriate. No representation is made that this manual is complete or accurate in all respects and CRS, Inc. shall not be liable for any errors or omissions contained in this manual. In no event shall CRS, Inc. be liable for any incidental or consequential damages relating to or arising out of the use of this manual. This document contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be photocopied or reproduced without prior written consent of CRS, Inc.

NOTICE

IF ANY WARRANTY IS EXTENDED TO YOU WITH REGARD TO THE PRODUCT(S) TO WHICH THIS MANUAL APPLIES, IT IS A WARRANTY FROM THE ENTITY OR INDIVIDUAL FROM WHOM YOU DIRECTLY PURCHASED THE PRODUCT(S). SUBJECT TO THE FOREGOING, UNLESS YOU ARE A DIRECT END USER CUSTOMER OF CRS, INC., CRS, INC. DOES NOT EXTEND TO YOU ANY EXPRESS WARRANTY OR ANY IMPLIED WARRANTY AND EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR ANY PARTICULAR PURPOSE, OR ANY WARRANTY OF NON-INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS IN CONNECTION WITH THE PRODUCT(S) OR ANY SOFTWARE, DRIVERS, OR PROGRAMMING PRODUCT, WHETHER EMBEDDED IN PRODUCT(S) OR PROVIDED AS A SEPARATE PROGRAM, OR USED IN CONJUNCTION WITH THIS/THESE PRODUCT(S). CRS, INC. SPECIFICALLY DOES NOT WARRANT THAT THE OPERATION OF ANY DRIVERS, SOFTWARE, OR PROGRAMMING PRODUCTS LICENSED HEREUNDER, WHETHER EMBEDDED IN PRODUCTS OR PROVIDED AS SEPARATE PROGRAMS, SHALL BE UNINTERRUPTED OR ERROR FREE OR THAT FUNCTIONS CONTAINED IN SUCH DRIVERS, SOFTWARE OR PROGRAMMING PRODUCTS SHALL OPERATE IN COMBINATION(S) WHICH MAY BE SELECTED FOR USE BY YOU OR OTHERWISE MEET YOUR REQUIREMENTS.

CRS, Inc. is not responsible for any damages or loss, either direct, indirect, special, incidental or consequential, which you may experience as a result of your purchase or use of the product(s). Your sole remedy in the event that you encounter any difficulties with the product(s) is against the entity or individual from whom you purchased the product(s).

Revision 2.0 - April 1, 2005

WARNING - U.S.

THIS EQUIPMENT GENERATES, USES AND CAN RADIATE RADIO FREQUENCY ENERGY, AND IF NOT INSTALLED AND USED IN ACCORDANCE WITH THE INSTRUCTIONS MANUAL, MAY CAUSE INTERFERENCE TO RADIO COMMUNICATIONS. IT HAS BEEN TESTED AND FOUND TO COMPLY WITH THE LIMITS FOR A CLASS A COMPUTING DEVICE PURSUANT TO SUBPART J OF PART 15 OF FCC RULES WHICH ARE DESIGNED TO PROVIDE REASONABLE PROTECTION AGAINST SUCH INTERFERENCE WHEN OPERATED IN A COMMERCIAL ENVIRONMENT. OPERATIONS OF THE EQUIPMENT IN A RESIDENTIAL AREA IS LIKELY TO CAUSE INTERFERENCE IN WHICH CASE THE USER, AT HIS OWN EXPENSE, WILL BE REQUIRED TO TAKE WHATEVER MEASURES MAY BE REQUIRED TO CORRECT THE INTERFERENCE.

NOTICE - CANADA

THIS APPARATUS COMPLIES WITH THE CLASS "A" LIMITS FOR RADIO INTERFERENCE AS SPECIFIED IN THE CANADIAN DEPARTMENT OF COMMUNICATIONS RADIO INTERFERENCE REGULATIONS.

CET APPAREIL EST CONFORME AUX NORMES CLASS "A" D'INTERFERENCE RADIO TEL QUE SPECIFIER PAR MINISTRE CANADIEN DES COMMUNICATIONS DANS LES REGLEMENTS D'INTERFERENCE RADIO.

ATTENTION

The product that you have purchased may contain a battery that may be recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of the battery into the municipal waste system.

Check with your local solid waste officials for details concerning recycling options or proper disposal.

Contents

Introduction	7
Using This Manual	7
Using Flowcharts.....	7
Basic Features and Functions	8
Keyboard	8
Control Lock	11
Display	12
Quick Setup	13
Unpacking.....	13
Installing the Paper	13
Clearing Memory	16
Memory All Clear	16
Initial Clear	17
Basic Programming	18
Setting the Date	18
Setting the Time	18
Programming Tax.....	19
Programming a Taxable Department.....	21
Basic Operations.....	22
Registering Items.....	22
Totaling a Cash Sale.....	23
Tendering a Cash Sale.....	23
Tendering a Check Sale.....	24
Totaling a Charge Sale	24
Advanced Operating Instructions	25
Clerk Operations.....	25
Clerk Sign On.....	25
Clerk Sign Off	25
Department Registrations	26
Open Department	26
Preset Price Department	26
Department Repeat Entry	27
Multiplication	27
Department Multiplication with Decimal Point	28
Split Pricing.....	28
Single Item Department.....	29
PLU (Price Look Up) Registrations	30
Open PLU.....	30
Preset Price PLU	30
PLU Repeat Entry	30
PLU Multiplication.....	31

PLU Multiplication with Decimal Point.....	31
Split Pricing PLU	32
Shifting or Exempting Tax	33
Shifting Tax	33
Exempting Tax	34
Percent Key (+% and -%) Operations.....	35
Preset Percent on a Department or PLU Item.....	35
Enter a Percent on a Department or PLU	35
Percent on Sale Total.....	36
Return Merchandise Registrations	36
Voids and Corrections	37
Void Last Item.....	37
Void Previous Item.....	37
Cancel.....	38
Void Position Operations	38
- (Minus) Key Registrations	39
No Sale Operations	40
Open Drawer	40
Non Add Number	40
Received On Account Operations.....	41
Paid Out Operations.....	41
Totaling and Tendering.....	42
Subtotaling a Sale	42
Totaling a Cash Sale	42
Tendering a Cash Sale	43
Tendering a Check Sale.....	43
Totaling a Charge Sale	44
Check Cashing.....	44
Split Tender	45
Post Tender.....	46
Currency Conversion.....	47
Add Check.....	48
Receipt On/Off and Receipt on Request.....	49

Advanced Programming Instructions 51

Department Programming.....	51
Programming Department Status.....	51
Programming Department Entry Limit or Price	54
System Option Programming.....	56
System Option Table	58
Advanced Tax Programming	61
Tax Rate Programming.....	61
Tax Table Programming.....	63
+% and -% Key Programming.....	65
- (Minus) Key Programming.....	67
CANCEL Key Programming.....	69
Programming the CANCEL Key.....	69
Currency Conversion	70
Programming Clerks	71
PLU (Price Look Up) Programming.....	73
Programming PLU Status.....	73
Programming PLU Entry Limit or Price	76
Setting a Register Number	78
Programming Descriptions	79

Customer Logo	79
Department Descriptor	81
PLU Descriptor	82
Code Table	83
Program Overlay	84
Key Assignment Programming	86
Setting Receipt/Journal Status	87
Calculator Programming	87
PC Online Mode	88
Program Scan	88

Reports 91

Report Summary	91
Running a Report	92
Cash-In-Drawer Declaration	93
Declaring Cash	93
Report Samples	94
Financial Report	94
Hourly Sales Report	97
PLU Report	98
Clerk Report	99
Cash-in-Drawer Report	100
Check-in-Drawer Report	100
System Balancing	101
Department Sales Total	101
Net Total	101
Gross Total	101
Grand Total	101

Introduction

Using This Manual

Congratulations! You have selected a very flexible electronic cash register designed for years of reliable service. The *SAM4s ER-265* will fit many retail stores, shops and restaurants. It provides fast transaction processing, security, and detailed sales information.

- To Get Started turn to “Quick Setup” on page 13. This section covers unpacking, memory clearing, a few simple programming steps, and instructions for basic cash register transactions. All of the features of the *SAM4s ER-265* (except the clerk functions) operate immediately, without additional programming steps. In most cases, all the programming you need to do is covered in this section.
- For information about reports and balancing see “Reports” on page 91.

This manual also includes detailed information about many additional features that will help you solve the special calculation problems or security issues that you might face.

- For detailed programming instructions, see “Advanced Programming” on page 51.
- For detailed operations sequences, see “Advanced Operating Instructions” on page 25.

Using Flowcharts

Flowcharts are used to supplement step by step instructions throughout this manual. For example, the following flowchart describes how to register \$1.00 into department 1:



This flowchart means:

1. Press numeric key **1**.
2. Press numeric key **0**.
3. Press numeric key **0**.
4. Press department **1**.

Follow the flowchart from left to right, pressing the keys in the order they are shown. Numeric keypad entries are shown as square keys. Department and function keys are shown as rectangular keys.

Basic Features and Functions

Keyboard

PAPER FEED	ADD CHECK	TAX	#/NS	CLERK	RA	PO
-	-%	+%	C/CONV	RETURN	VOID	CANCEL
1	6	11	CLEAR	X/TIME	PLU	CHARGE
2	7	12	7	8	9	CHECK
3	8	13	4	5	6	SUB TOTAL
4	9	14	1	2	3	CASH / TEND
5	10	15	0	00	.	

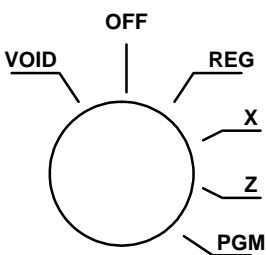
Note: Locations shown in gray are fixed and cannot be changed.

Key Descriptions

Key	Description
PAPER FEED	Press to advance then printer paper.
Numeric Keypad: 0-9 and 00	Use the numeric keypad to enter amounts, other numeric values.
CLEAR	Press to clear numeric errors made on keyboard prior to pressing the registration key. Also press to stop the error alarm when incorrect entries are made.
Department Keys	There are eight department keys on the keyboard to register different types of merchandise. Departments may be used to accept open priced entries, or may be programmed to register preset prices
#/NS	Press to open the cash drawer when you have not already started a transaction. Also, may be used to print any number (up to 8 digits) on the printer paper.
X/TIME	Enter a quantity, then press the X/TIME key to enter multiple items. Also use to enter “split pricing” items, such as 1 item at 3 for \$.89.
VOID	Press to void (or erase) the last item entered. You can also void an item previously entered within a transaction by pressing SUBTOTAL , then VOID then re-entering the item you wish to correct.
RETURN	If you wish to return or refund an item, press Return Merchandise, then re-enter any item you wish.
- (MINUS)	Register a negative amount by entering a price, then pressing the - (MINUS) key. For example, you can enter bottle returns or coupons using the - (MINUS) key.
CANCEL	Press to void (or erase) all items entered thus far in any transaction.
C/CONV	Press the Currency Conversion key to convert the sale subtotal into an equivalent value in foreign currency. You must first program foreign currency exchange rates. See “Currency Conversion” on page 70.
-% , +%	Use the Percent keys to add a percentage surcharge or subtract a percentage from an item or the subtotal of the sale. You can enter the amount of the percentage before pressing the -% or +% keys, or you can program a preset percentage if you are consistently using the same percentage. See “+% and -% Key Programming” on page 65 to set a preset percentage.
PLU	Use to register a Price Look Up (PLU).
RA	Use to accept cash into the cash drawer when you are not actually selling merchandise. For example, use the Received on Account key to accept payments for previously sold merchandise or record loans to the cash drawer.
PO	Use to track cash paid out for merchandise or to record loans from the cash drawer.
TAX	Press to reverse the programmed tax status of a department key. For example, by using the TAX key prior to registering a taxable item, the item will be sold without sales tax added.

. (Decimal)	Use the Decimal key to enter fractions of percentages. For example to enter a one third off discount, enter 3 3 . 3 3 before pressing the -% key.
CLERK	Use to sign on or sign off a clerk, if you have decided to use a clerk sales tracking system. See “Programming Clerks” on page 71.
SUBTOTAL	Press to see the subtotal of a sale.
CHARGE	Press to total a transaction paid by charge or credit card.
CHECK	Press to total a transaction paid by check. Also if the check amount is over the amount purchased, enter the amount of the check, then press the CHECK key. The drawer will open and the cash change will be computed.
CASH/TEND	Press to total a transaction paid by cash. Also if the cash amount tendered is over the amount purchased, enter the amount of the tender, then press the CASH/TEND key. The drawer will open and the cash change will be computed.
ADD CHECK	Press when you wish to issue a receipt, but not yet pay for the sale. For example, one person may wish to pay for two guest checks at a restaurant, or one person may pay for two admissions, where separate receipts are required for each person.

Control Lock



- VOID** Use to void (correct) items outside of a sale.
- OFF** The register is inoperable.
- REG** Use for normal registrations.
- X** Use to read register reports.
- Z** Use to read register reports and reset totals to zero.
- PGM** Use to program the register.

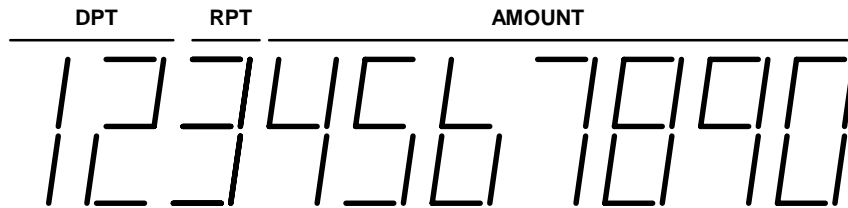
The *SAM4s ER-265* includes two sets of keys that may be used to access the following key lock positions.

Key	Positions Accessible
VD	VOID, OFF, REG, X
REG	OFF, REG
Z	VOID, OFF, REG, X, Z
P	VOID, OFF, REG, X, Z, PGM
C	ALL POSITIONS

Note: Keys may be removed from the key lock in the OFF or REG positions.

Display

Front Display



DPT	Indicates the department number of the registration (2 digits).
RPT	Indicates the number of times an item has been repeated.
AMOUNT	Displays the amount the amount of the item, subtotal or total.
CLERK	If the clerk system is implemented, one of 10 lines illuminate indicating which clerk is active.

Display Messages

C	Change Due
E	Error
-	Negative Entry
=	Total
E1	Input Error
E3	Printer Error (paper jam)
E4	Non Add Number Entry Required
E5	Cash Declaration Required
E6	Cash Drawer Open
E8	No Paper

Quick Setup

Unpacking

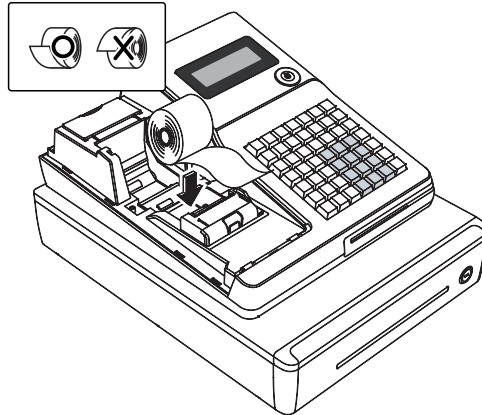
1. Unpack and unwrap the cash register.
2. Locate in the packing the following items:
 - 1 roll of paper
 - 1 rewind spindle
 - 1 set of control keys
3. Remove the cardboard protectors from the cash drawer.
4. Plug the register into a grounded outlet (three-prong), insert a control key and turn the key to the **REG** control lock position.

Installing the Paper

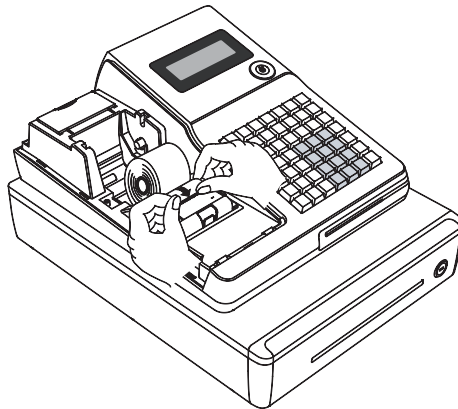
1. Remove the printer cover.



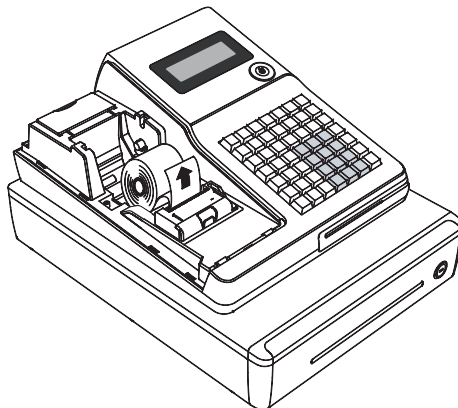
2. For proper feeding through the print head, cut or tear a straight even edge on the end of the paper roll. (Be sure to remove any paper with glue residue.) Place the paper roll in the paper holder so that the paper will feed from the bottom of the roll.



3. Insert the end of the paper into the paper slot.

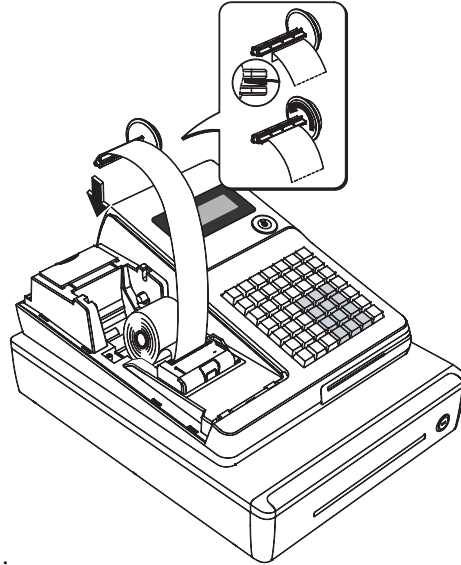


4. The printer will feed the paper through the printer automatically. (If necessary, press the paper feed button.) Replace the printer cover.



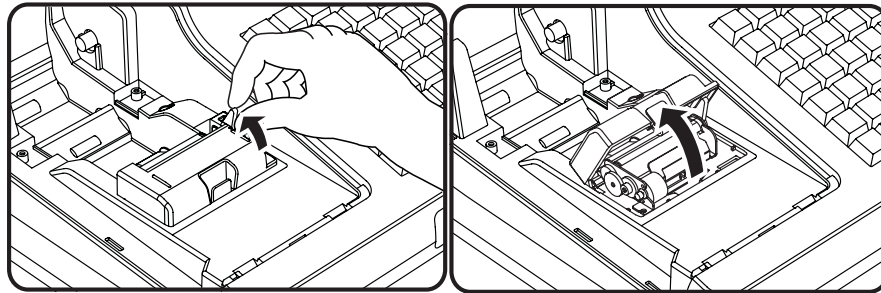
Sale Journal/Detail

If you wish to use the printer to print a sales journal, insert the paper into the paper take-up spool. Wind the paper two or three turns around the spool shaft and install the spool in the mount. (See “System Option Programming” on page 56 and set Option #22 “Use Spool” to a status of “1”. This will enable the journal pick-up spool and all journal rather than receipt printing.)

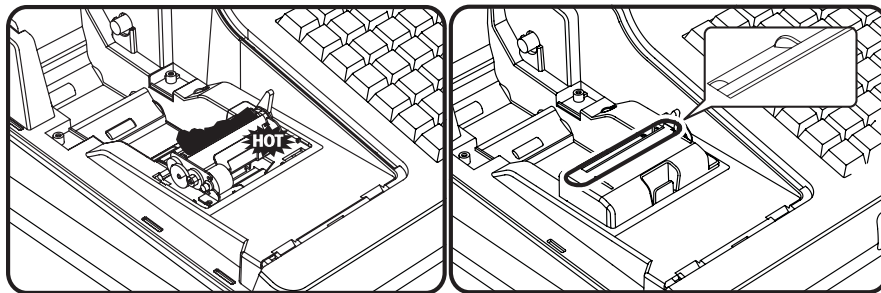


In case of Paper Jam

A. Open the paper lever and open the printer cap.



B. Remove the jammed paper.



CAUTION: The printer head is **HOT** and the tear bar is **SHARP**.

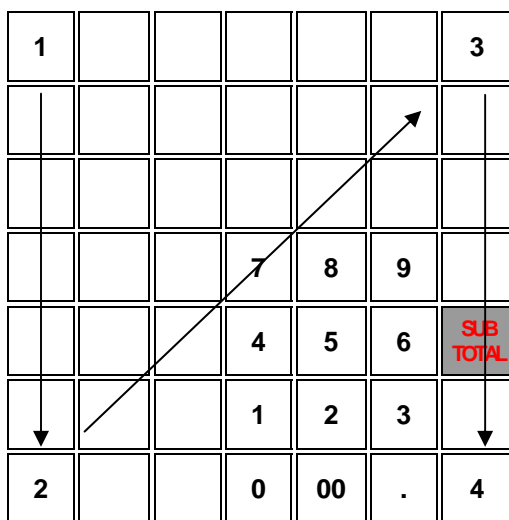
Clearing Memory

This step insures that the cash register is cleared of any totals or programming. After this procedure, the cash register is ready for programming and operation.

WARNING: This is a one time procedure. Do not repeat this procedure after the cash register is programmed; it causes all programs and totals to be erased.

Memory All Clear

1. Turn the power switch **OFF**.
2. Turn the control lock to the **S** position.
3. Press and hold the **SUBTOTAL** key.
4. Continue to hold the **SUBTOTAL** key and turn the power switch **ON**. Then release the **SUBTOTAL** key.
5. Press the upper left key of the keyboard, then the lower left key, then the upper right key, and finally press the lower right key.



6. After a short delay, the printer will print the message: "RAM ALL CLEAR OK !" Memory is cleared and the default program is installed.

Initial Clear

CAUTION: Do not share this information with unauthorized users. Distribute the S Mode key only to those you may want to perform this function.

The initial clear function allows you to exit any register activity and return to a beginning or cleared state. Any transaction that is in progress will be exited and totals for that transaction will not be updated.

Here are some reasons you may want to perform an initial clear:

- The register is in an unknown state, and you wish to exit the current program or transaction without following normal procedures.
- You have performed a function that includes a compulsory activity and you wish to bypass the compulsion.
- An initial clear may be necessary as part of servicing, or troubleshooting.

To Perform an Initial Clear:

1. Turn the power switch **OFF**.
2. Turn the control lock to the **S** position.
3. Press and hold the key position where the **CASH** key is located on the default keyboard layout.
4. Continue to hold the **CASH** key and turn the power switch **ON**.
5. The message "***** INITIAL CLEA R *****" prints when the initial clear is complete.

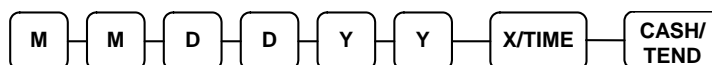
Basic Programming

This section covers the basic programming necessary to get your cash register running quickly. See “Advanced Programming” on page 51 for if you wish to program options that are not included in this section.

Setting the Date

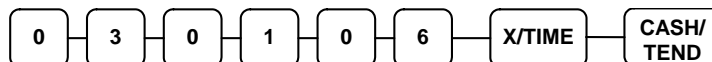
The date sequence is Month-Day-Year.

1. Turn the control lock to the **PGM** position.
2. Enter the date in the format you have selected and press the **X/TIME** key.
3. Press **CASH/TEND**.



Date Setting Example

If the date is March 1, 2006, enter:



The date you have entered will display and print on the printer:

03-01-2006

Setting the Time

Turn the control lock to the **PGM** position.

Enter the hour and minute in military time (24 hour time) and press the **X/TIME** key.

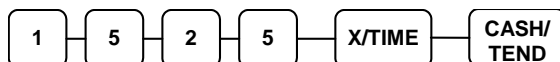
Note: Enter the time in 4-digit format, for example enter 7:25AM as 0725.

Press **CASH/TEND**.



Time Setting Example

If the time is 3:25 PM, enter:



The time you have entered will display and print on the printer:

15:25

Programming Tax

Most sales taxes can be programmed by entering a tax percentage rate. However, in some cases you may find that tax that is entered as a percentage does not follow exactly the tax chart that apply in your area. If this is the case, you must enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table. See “Tax Table Programming” on page 63.

Important Note: After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax amounts on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, or if you cannot program your tax properly from the information in this manual, contact your local SAM4s dealer for assistance.

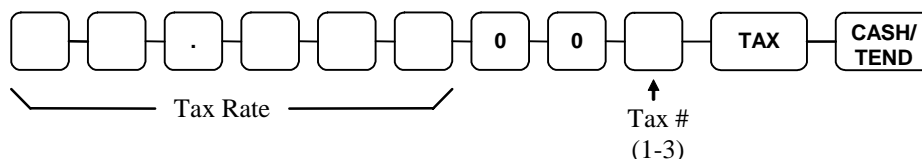
Programming a Tax Rate Percentage

1. Turn the control lock to the **PGM** position.
2. Enter the rate, with a decimal. 0.000-99.999. It is not necessary to enter proceeding zeros. For example, for 6%, enter 06.000 or 6.000.)
3. Enter **00**.
4. Enter:

1	to set tax rate 1
2	to set tax rate 2
3	to set tax rate 3

5. Press the **TAX** key.
6. Press the **CASH/TEND** key to end programming.
7. See tax rate program examples on page 14.

Tax Rate Programming Flowchart



Please Note: After programming the tax rate, you must program your department or departments taxable to calculate tax. See page 15 for department programming steps.

Tax Rate Programming Example

If tax 1 is 6 percent, enter:

6	.	0	0	0	0	0	0	1	TAX
---	---	---	---	---	---	---	---	---	-----

If tax 2 is 7.5 percent, enter:

7	.	5	0	0	0	0	0	2	TAX
---	---	---	---	---	---	---	---	---	-----

If tax 3 is 10 percent, enter:

1	0	.	0	0	0	0	0	0	3	TAX
---	---	---	---	---	---	---	---	---	---	-----

Press the **CASH/TEND** key to end programming.

CASH/ TEND

The rates you have entered will display and print on the printer:

TAX1	STATUS	00
TAX1	RATE	6.000
TAX2	STATUS	00
TAX2	RATE	7.500
TAX3	STATUS	00
TAX3	RATE	10.000
PROGRAM TERMINATE		
15:39	03-01-2006	
000017	CLERK 1	00

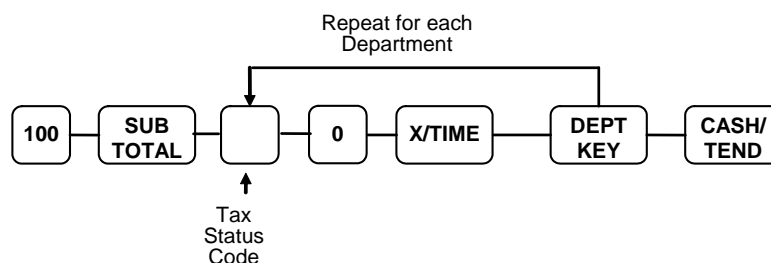
Programming a Taxable Department

1. Turn the control lock to the **PGM** position.
2. Complete the tax status table below by adding the status digits for each tax. Then enter the resulting tax status code.

Taxable by Rate 1?	Yes = 1 No = 0		+
Taxable by Rate 2?	Yes = 2 No = 0		+
Taxable by Rate 3?	Yes = 4 No = 0		+
			=

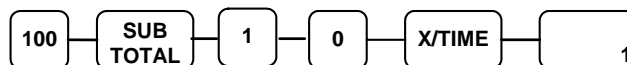
3. Enter **0**.
4. Press the **X/TIME** key.
5. Repeat steps 2, 3 and 4 for each department you wish to program.
6. Press the **CASH/TEND** key to end programming.

Taxable Department Programming Flowchart



Taxable Department Programming Example

Set department 1 taxable by tax rate 1:



Press the **CASH/TEND** key to end programming.



The tax status you have entered will display and print on the printer:

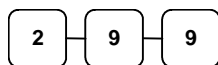
```

DEPT. 1      T1      0
PROGRAM TERMINATE
15:39      03-01-2006
000071      CLERK 1    00
  
```

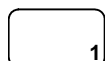
Basic Operations

Registering Items

1. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$2.99, enter:

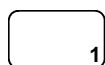


2. Press a department key. For example, press department **1**:



Repeating an Item

3. To register a second item exactly as the first, press the department key a second time. For example, press department **1**:



Registering Multiple Items

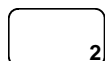
4. Enter the quantity of items being purchase, press the **X/TIME** key. For example, enter **4** on the numeric key pad and press the **X/TIME** key:



5. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$1.99, enter:



6. Press a department key. For example, press department **2**:



Totaling a Cash Sale

1. Register the items you wish to sell.
2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

**SUB
TOTAL**

3. To total a cash sale, press **CASH/TEND**:

**CASH/
TEND**

4. The display will indicate “=” for total, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
CASH		\$14.30
15:40		03-01-2006
000063	CLERK 1	00

Tendering a Cash Sale

1. Register the items you wish to sell.
2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

**SUB
TOTAL**

3. Enter the amount tendered by the customer.
For example, for \$20.00 enter:

2 0 0 0

4. Press **CASH/TEND**:

**CASH/
TEND**

5. The display will indicate “C” for change, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
TOTAL		\$14.30
CASH		\$20.00
CHANGE		\$5.70
15:40		03-01-2006
000064	CLERK 1	00

Tendering a Check Sale

1. Register the items you wish to sell.
2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

**SUB
TOTAL**

3. Enter the amount of the check tendered by the customer. For example, for \$20.00 enter:

2 0 0 0

4. Press **CHECK**:

CHECK

5. The display will indicate "C" for change, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
TOTAL		\$14.30
CHECK		\$20.00
CHANGE		\$5.70
15:40	03-01-2006	
000022	CLERK 1	00

Totaling a Charge Sale

1. Register the items you wish to sell.
2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

**SUB
TOTAL**

3. Press **CHARGE**:

CHARGE

4. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
CHARGE		\$14.30
15:40	03-01-2006	
000023	CLERK 1	00

Note: Charge tendering is not allowed.

Advanced Operating Instructions

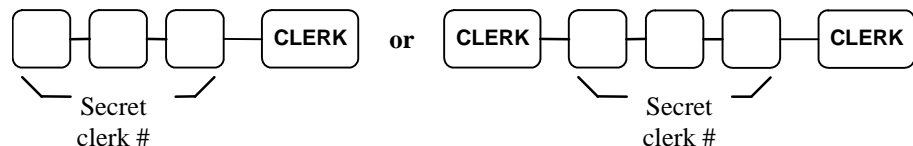
Clerk Operations

If you wish to use the clerk system, you must first activate the clerk system by setting system option #16. See “System Option Programming” on page 56. You can activate the clerk system for stay down or pop-up mode.

- Stay down means that once a clerk is signed on, the same clerk will remain signed on until a different clerk signs on or the original clerk signs off. A stay down clerk system might be used when only one operator uses the register at a time, and a different operator begins when a work shift is changed.
- Pop-up means that the clerk is automatically signed off at the end of each transaction. Therefore, to begin a transaction, you must first sign a clerk on. A pop-up clerk system might be used in a department store, where several clerks might use the register during the same shift, and clerk sales information is required.

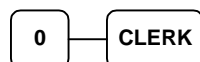
Clerk Sign On

- ♦ To sign on, enter the secret code and press the **CLERK** key, or press the **CLERK** key, then enter the secret code and press the **CLERK** key again.



Clerk Sign Off

- ♦ To sign off, enter **0**, press the **CLERK** key.



Department Registrations

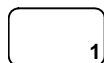
As you make department registrations, you can follow your entries by viewing the display. The digits marked “DPT” indicate the department used. The digit marked “RPT” counts items as they are repeated.

Open Department

1. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$2.99, enter:



2. Press a department key. For example, press department 1:



THANK-YOU		
CALL AGAIN		
DEPT.1	T1	\$2 99
TAXABLE1		\$2.99
TAX1 AMOUNT		\$0.18
CASH		3.17
15:40	03-01-2006	
000024	CLERK 1	00

Preset Price Department

A preset department registers the price that was previously programmed. See “Department Programming” on page 51 to program preset prices.

1. Press a preset department key. For example, press department 5:



THANK-YOU		
CALL AGAIN		
DEPT.5		\$1 29
CASH		\$1.29
15:40	03-01-2006	
000025	CLERK 1	00

Department Repeat Entry

Open or preset price departments may be repeated as many times as necessary by pressing the same department again. (Likewise open or preset PLUs may be repeated by pressing the PLU key again.)

1. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$2.99, enter:

2 9 9

2. Press a department key. For example, press department 1:

1

3. To register a second item exactly as the first, press the department key a second time. For example, press department 1:

1

THANK-YOU		
CALL AGAIN		
DEPT. 1	T1	\$2 99
DEPT. 1	T1	\$2 99
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
CASH		\$6.34
15:40		03-01-2006
000026	CLERK 1	00

Multiplication

When several of the same items are to be entered into the same Department, you can use multiplication. You may enter a quantity up to 4 figures (1 to 9999) using the **X/TIME** key. You may multiply open or preset departments.

1. Enter the quantity of items being purchased, press the **X/TIME** key. For example, enter 4 on the numeric key pad and press the **X/TIME** key:

4 X/TIME

2. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$1.99, enter:

1 9 9

- Press a department key. For example, press department 1:

1

THANK-YOU		
CALL AGAIN		
4 X		@1.99
DEPT. 1	T1	\$7 96
TAXABLE1		\$7.96
TAX AMOUNT		\$0.48
SUBTOTAL		\$7.96
CASH		\$8.44
15:40		03-01-2006
000027	CLERK 1	00

Department Multiplication with Decimal Point

If you are selling items by weight, or if you are selling yard goods, you can multiply a fraction of a unit.

1. Enter the quantity purchased with the decimal point, press the **X/TIME** key. For example, for 3 $\frac{3}{4}$ pounds of produce, enter:

3 . 7 5 **X/TIME**

2. Enter an amount on the ten key pad. Do not use the decimal key. For example, if the price is \$.99 per pound, enter:

9 9

Press a department key. For example, press department 1:

1

THANK-YOU		
CALL AGAIN		
3.750 X		@0.99
DEPT.1	T1	\$3.71
TAXABLE1		\$3.71
TAX AMOUNT		\$0.22
CASH		\$3.93
15:40		03-01-2006
000028	CLERK 1	00

Split Pricing

When items are priced in groups, i.e. 3 for \$1.00, you can enter the quantity purchased and let the register calculate the correct price.

1. Enter the quantity purchased, press the **X/TIME** key. For example, enter:

2 **X/TIME**

2. Enter the quantity of the group price, press the **X/TIME** key. For example, if the items are priced 3 for \$1.00, enter:

3 **X/TIME**

3. Enter an amount on the ten key pad. For example, if the items are priced 3 for \$1.00, enter:

1 0 0

4. Press a department key. For example, press department 1:

1

THANK-YOU		
CALL AGAIN		
2/3 X		@1.00
DEPT.1	T1	\$0.67
TAXABLE1		\$0.67
TAX AMOUNT		\$0.04
CASH		\$0.71
15:40		03-01-2006
000029	CLERK 1	00

Single Item Department

Single item departments automatically total as a cash sale immediately after registration. Use single item departments for speedy one item sales. For example if you are selling admission tickets, and all ticket sales are one item sales, you can assign open or preset department single item department for ticket sales. After each registration, the drawer will immediately open, and a separate receipt is printed. See “Department Programming” on page 51 to program a single item department.

- 1. Press a single item preset department key.
(Or enter a price and press a single item open department key.) For example, press department **6**:



THANK-YOU		
CALL AGAIN		
DEPT. 6		\$1 29
CASH		3.17
15:40	03-01-2006	
000030	CLERK 1	00

PLU (Price Look Up) Registrations

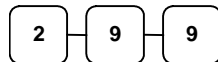
PLUs must be programmed before they may be operated. See “PLU (Price Look Up) Programming” on page 73 to program open or preset PLUs.

Open PLU

1. Enter the PLU number, press the **PLU** key.
For example, enter:



2. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$2.99, enter:



3. Press the **PLU** key again.



THANK-YOU		
CALL AGAIN		
PLU2	T1	\$2 99
TAXABLE1		\$2.99
TAX1 AMOUNT		\$0.18
CASH		3.17
15:40	03-01-2006	
000031	CLERK 1	00

Preset Price PLU

1. Enter the PLU number, press the **PLU** key.
For example, enter:



THANK-YOU		
CALL AGAIN		
PLU1		\$1 29
CASH		\$1 29
15:40	03-01-2006	
000032	CLERK 1	00

PLU Repeat Entry

1. Enter the PLU number, press the **PLU** key.
For example, enter:



2. To register a second item exactly as the first, press the PLU key a second time:

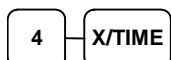


THANK-YOU		
CALL AGAIN		
PLU1	T1	\$2 99
PLU1	T1	\$2 99
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
CASH		\$6.34
15:40	03-01-2006	
000033	CLERK 1	00

PLU Multiplication

When several of the same items are to be entered into the same PLU, you can use multiplication. You may enter a quantity up to 4 figures (1 to 9999) using the **X/TIME** key. You may multiply open or preset open or preset PLUs.

1. Enter the quantity of items being purchased, press the **X/TIME** key. For example, enter **4** on the numeric key pad and press the **X/TIME** key:



2. Enter the PLU number, press the **PLU** key. For example, enter:

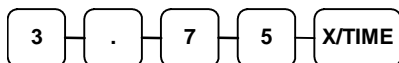


THANK-YOU		
CALL AGAIN		
4 X		@1.99
PLU1	T1	\$7.96
TAXABLE1		\$7.96
TAX AMOUNT		\$0.48
SUBTOTAL		\$7.96
CASH		\$8.44
15:40	03-01-2006	
000034	CLERK 1	00

PLU Multiplication with Decimal Point

If you are selling items by weight, or if you are selling yard goods, you can multiply a fraction of a unit.

1. Enter the quantity purchased with the decimal point, press the **X/TIME** key. For example, for 3 ³/₄ pounds of produce, enter:



2. Enter the PLU number, press the **PLU** key. For example, enter:



THANK-YOU		
CALL AGAIN		
3.750 X		@2.99
PLU3	T1	\$11.21
TAXABLE1		\$11.21
TAX AMOUNT		\$0.67
CASH		\$11.88
15:40	03-01-2006	
000035	CLERK 1	00

Split Pricing PLU

When items are priced in groups, i.e. 3 for \$1.00, you can enter the quantity purchased and let the register calculate the correct price.

1. Enter the quantity purchased, press the **X/TIME** key. For example, enter:

2 **X/TIME**

2. Enter the quantity of the group price, press the **X/TIME** key. For example, if the items are priced 3 for \$1.00, enter:

3 **X/TIME**

3. Enter the PLU number, press the **PLU** key. For example, enter:

3 **PLU**

THANK-YOU		
CALL AGAIN		
2/3 X		@2.99
PLU3	T1	\$1.99
TAXABLE1		\$1.99
TAX AMOUNT		\$0.12
CASH		\$2.11
15:40	03-01-2006	
000036	CLERK 1	00

Shifting or Exempting Tax

Shifting Tax

Taxable Departments and PLUs can be programmed to automatically add the appropriate tax or taxes. Occasionally, you may need to sell a normally taxable item without tax, or a normally taxable item with tax. You can perform this tax shifting with the TAX key.

1. Enter the number for the tax you wish to shift. Press **1** to shift tax 1, press **2** to shift tax 2 or press **3** to shift tax 3. Press the **TAX** key. For example, shift tax 1:



2. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$2.99, enter:



3. Press a department key. For example, press department **1**:



4. If department **1** is normally taxable by tax 1, the registration will non-taxable by tax 1, the registration will include tax.

THANK-YOU CALL AGAIN		
DEPT. 1		\$2 99
TAXABLE1		\$2.99
CASH		\$2.99
15:40	03-01-2006	
000037	CLERK 1	00

Exempting Tax

Occasionally, you may need to exempt tax from an entire sale. For example, you might remove all state and local taxes when you sell to a church or charitable institution.

1. Enter an amount on the ten key pad. Do not use the decimal key. For example, for \$2.99, enter:

2 9 9

2. Press a taxable department key. For example, press department 1:

1

3. Press Subtotal:

SUB
TOTAL

4. Enter the number for the tax you wish to exempt. Press 1 to shift tax 1, press 2 to shift tax 2 or press 3 to shift tax 3. Press the TAX key. For example, exempt tax 1:

1 TAX
SHIFT

5. Total the sale with CASH/TEND, CHECK, or CHARGE. The sale will not include tax 1.

THANK-YOU		
CALL AGAIN		
DEPT. 1	T1	\$2 99
SUBTOTAL		\$3.17
CASH		\$2.99
15:40	03-01-2006	
000038	CLERK 1	00

Percent Key (+% and -%) Operations

Use the Percent keys to add a percentage surcharge or subtract a percentage from an item or the subtotal of a sale. You can enter the amount of the percentage before pressing the -% or +% keys, or you can program a preset percentage if you are consistently using the same percentage. Programming determines whether it is possible to enter a percentage when the key is also programmed with a preset percentage. See “+% and -% Key Programming” on page 65 to set a preset percentage.

Preset Percent on a Department or PLU Item

In this example the -% key is preset with a rate of %10.00.

1. Register the discounted item.
2. Press the -% key:

-%
3. The discount is automatically subtracted.

THANK-YOU CALL AGAIN		
DEPT 2		\$10.00
-%		10.000
		-1.00
CASH		\$9.00
15:40	03-01-2006	
000039	CLERK 1	00

Enter a Percent on a Department or PLU

You can also operate the -% or +% keys by entering the percentage of the discount or surcharge. If necessary, you can enter the percentage with a decimal key (up two 3 digits, i.e. 99.999%).

1. Register the discounted item.
2. Enter the percentage. If you are entering a fraction of a percent, you must use the decimal key. For example, for 33.333 off enter:

3

3

.

3

3

3
3. Press the -% key:

-%
4. The discount is automatically subtracted.

THANK-YOU CALL AGAIN		
DEPT 2		\$10.00
-%		33.333
		-3.33
CASH		\$6.67
15:40	03-01-2006	
000040	CLERK 1	00

Percent on Sale Total

In this example a surcharge of 15% is applied.

1. Register the items you wish to sell.
2. Press **SUBTOTAL**:

**SUB
TOTAL**

3. Enter the percentage. For example, for 15% enter:

1 5

4. Press the +% key:

+%

5. The surcharge is automatically added.

THANK-YOU	
CALL AGAIN	
DEPT 2	\$10.00
SUBTOTAL	\$10.00
+%	15.000
	\$1.50
CASH	\$11.50
15:40	03-01-2006
000041	CLERK 1 00

Return Merchandise Registrations

If you wish to return or refund an item, press Return Merchandise, then re-enter any item you wish. You can return merchandise as part of a sale, or you can return merchandise as a separate transaction and return cash to the customer.

1. To return an item, press **MDSE RTRN**:

**MDSE
RTRN**

2. Enter the price of the item you wish to return, then press the department key where it was registered originally.

2 9 9 2

3. Total the sale with **CASH/TEND**, **CHECK**, or **CHARGE**.

THANK-YOU	
CALL AGAIN	
RETURN MDSE	
DEPT 2 T1	-2.99
TAXABLE1	-2.99
TAX1 AMOUNT	-0.18
CASH	-3.17
15:40	03-01-2006
000042	CLERK 1 00

Voids and Corrections

Void Last Item

This function corrects the last item entered.

1. Register the item you wish to sell.
2. Press the **VOID** key.

VOID

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 29
DEPT 2		\$1.29
VOID		
DEPT 2		-1.29
TAXABLE1		\$2.29
TAX1 AMOUNT		\$0.14
CASH		\$2.43
15:40	03-01-2006	
000043	CLERK 1	00

Void Previous Item

This function allows you to correct an item registered previously in a transaction.

1. Register an item. Then register a second item.
2. To correct the first item, press **CLEAR**, then press **VOID**:

CLEAR

VOID

3. Enter the price of the first item, then press the department key where it was registered originally.

1

2

9

2

THANK-YOU CALL AGAIN		
DEPT 2		\$1.29
DEPT.1	T1	\$2 29
VOID		
DEPT 2		-1.29
TAXABLE1		\$2.29
TAX1 AMOUNT		\$0.14
CASH		\$2.43
15:40	03-01-2006	
000044	CLERK 1	00

Cancel

The **CANCEL** key allows you to stop any transaction. Anything registered within the transaction before the **CANCEL** key is pressed is automatically corrected. The **CANCEL** key may be inactivated through programming, see “CANCEL Key Programming” on page 69.

1. Register the items you wish to sell.
2. Press the **CANCEL** key.

CANCEL

THANK-YOU		
CALL AGAIN		
DEPT.1	T1	\$2 29
COUPON		-0.50
CANCEL-----		
15:40		03-01-2006
000045	CLERK 1	00

Void Position Operations

You can use the Void control lock position to correct any complete transaction. To correct any transaction:

1. Turn the control lock to the VOID position.
2. Enter the transaction you wish to correct exactly as it was entered originally in the **REG** control lock position. You can enter discounts, voids, returns, tax exemptions or any other function.
3. All totals and counters are corrected as if the original transaction did not take place.

THANK-YOU		
CALL AGAIN		
VOID MODE		
DEPT 1	T1	-2 29
DEPT 2		-1.00
SUBTOTAL		-3.43
TAXABLE1		-2.29
TAX1 AMOUNT		-0.14
CASH		-3.43
15:40		03-01-2006
000046	CLERK 1	00

- (Minus) Key Registrations

You can register a negative amount by entering a price, then pressing the - (**Minus**) key. For example, you can enter bottle returns or coupons using the - (**Minus**) key.

Note: You can program the minus key so that tax is charged on the gross amount, or on the net amount after the subtraction. See “- (Minus) Key Programming” on page 67.

1. Register the items you wish to sell.
2. Enter the amount you wish to subtract from the sale, for example for a \$.50 coupon, enter:

5 0

3. Press the - (**Minus**) key.

-

THANK-YOU		
CALL AGAIN		
DEPT.1	T1	\$2 29
COUPON		-0.50
TAXABLE1		\$2.29
TAX1 AMOUNT		\$0.14
CASH		\$1.93
15:40		03-01-2006
000047	CLERK 1	00

No Sale Operations

Open Drawer

The **#/NO SALE** key will open the cash drawer when you have not already started a transaction.

1. Press **#/NS**:

#/NS

2. The drawer will open and the receipt will print as in the example on the right.

THANK-YOU		
CALL AGAIN		
OPEN DRAWER		
15:40	03-01-2006	
000048	CLERK 1	00

Non Add Number

You can also use the **#/NO SALE** key to print any number (up to 8 digits) on the printer paper. You can enter the number any time during a transaction. For example, if you wish to record a charge account number, enter the number and press the **#/NO SALE** key before totaling the sale with the **CHARGE** key.

1. Register the items you wish to sell.
2. Enter the number you wish to record, for example enter:

1 2 3 4

3. Press **#/NS**:

#/NS

4. Press **CHARGE**:

CHARGE

5. The display will indicate “=” for total, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU		
CALL AGAIN		
DEPT.1	T1	\$2 99
NON ADD NO.	1234	
TAXABLE1	\$2.99	
TAX1 AMOUNT	\$0.18	
CHARGE	\$3.17	
15:40	03-01-2006	
000049	CLERK 1	00

Received On Account Operations

You can use the **Received on Account (RA)** key to accept cash into the cash drawer when you are not actually selling merchandise. For example, use the Received on Account key to accept payments for previously sold merchandise or record loans to the cash drawer.

1. Enter the amount of cash you are receiving, for example, enter:

2 0 0 0

2. Press **RECD ACCT**:

RECD
ACCT

3. The drawer will open and the receipt will print as in the example on the right.

THANK-YOU	
CALL AGAIN	
RECD ON ACCT	\$20.00
15:40	03-01-2006
000050	CLERK 1 00

Paid Out Operations

You can use the **PAID OUT (PO)** key to track cash paid out for merchandise or to record loans from the cash drawer.

1. Enter the amount of cash you are paying, for example, enter:

2 0 0 0

2. Press **PAID OUT**:

PAID
OUT

3. The drawer will open and the receipt will print as in the example on the right.

THANK-YOU	
CALL AGAIN	
PAID OUT	\$20.00
15:40	03-01-2006
000051	CLERK 1 00

Totaling and Tendering

Three keys may be used to total and total a sale: **CHECK** , **CHARGE** , **CASH/TEND** key. The **CHECK** and **CASH/TEND** keys can also be used for change calculation.

Subtotaling a Sale

1. Register the items you wish to sell.
2. To display and print the subtotal of the sale including tax, press **SUBTOTAL**:

**SUB
TOTAL**

3. The subtotal will display with “ S ” indicated in the left digit position of the display.

Totaling a Cash Sale

1. Register the items you wish to sell.
2. To total a cash sale, press **CASH/TEND**:

**CASH/
TEND**

3. The display will indicate “=” for total, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU		
CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
CASH		\$14.30
15:40	03-01-2006	
000052	CLERK 1	00

Tendering a Cash Sale

1. Register the items you wish to sell.
2. Enter the amount tendered by the customer.
For example, for \$20.00 enter:

2 0 0 0

3. Press **CASH/TEND**:

**CASH/
TEND**

4. The display will indicate “C” for change, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
TOTAL		\$14.30
CASH		\$20.00
CHANGE		\$5.70
15:40	03-01-2006	
000053	CLERK 1	00

Tendering a Check Sale

1. Register the items you wish to sell.
2. Enter the amount tendered by the customer.
For example, for \$20.00 enter:

2 0 0 0

3. Press **CHECK**:

CHECK

4. The display will indicate “C” for change, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2 99
DEPT.1	T1	\$2 99
4 X		@1.99
DEPT.2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
TOTAL		\$14.30
CHECK		\$20.00
CHANGE		\$5.70
15:40	03-01-2006	
000054	CLERK 1	00

Totaling a Charge Sale

1. Register the items you wish to sell.
2. Press **CHARGE**:

CHARGE

3. The display will indicate “=” for total, the drawer will open and the receipt will print as in the example on the right.

Note: Charge tendering is not allowed.

THANK-YOU
CALL AGAIN

DEPT. 1	T1	\$2 99
DEPT. 1	T1	\$2 99
4 X		@1.99
DEPT. 2		\$7 96
SUBTOTAL		\$14.30
TAXABLE1		\$5.98
TAX1 AMOUNT		\$0.36
CHARGE		\$14.30
15:40	03-01-2006	
000055	CLERK 1	00

Check Cashing

Check cashing means exchanging cash for a check. Normally, this function is not allowed. If you wish to allow check cashing, you must set system option #15 to a value of **1**. See “System Option Programming” on page 56.

1. Enter the amount of the check tendered by the customer. For example, for \$20.00 enter:

2 0 0 0

2. Press **CHECK TEND**:

**CHECK
TEND**

3. The display will indicate “C” for change, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU
CALL AGAIN

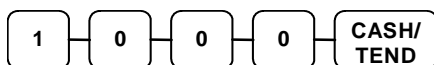
CHECK	\$20.00
CASH	-20.00
15:40	03-01-2006
000056	CLERK 1 00

Split Tender

Split tendering means paying for one sale by different payment methods. For example, a \$20.00 sale could be split so \$10.00 is paid in cash, and the remaining \$10.00 is charged. If necessary, you can make several different payments.

Note: If a portion of a sale is to be charged, the charge payment must be entered last.

1. Register the items you wish to sell.
2. Enter the amount of cash tendered by the customer. For example, enter \$10.00 and press **CASH/TEND**:



3. The display will indicate “=” and \$10.00, indicating the amount still due. The drawer will not open. Press **CHARGE** to charge the remaining amount:

CHARGE

4. The display will indicate “ S ” for total, the drawer will open and the receipt will print as in the example on the right.

THANK-YOU	
CALL AGAIN	
DEPT . 2	\$20 00
SUBTOTAL	\$20.00
TOTAL	\$20.00
CASH	\$10.00
TOTAL	\$10.00
CHARGE	\$10.00
15:40	03-01-2006
000057	CLERK 1 00

Post Tender

Post tendering means computing change after the sale has been totaled and the drawer is open. This feature is useful when a customer changes the amount of the tender or the clerk becomes confused counting change manually. Normally, this function is not allowed. If you wish to allow post tendering, you must set system option #14 to a value of 1. See "System Option Programming" on page 56.

1. Register the items you wish to sell.
2. Press **CASH/TEND**:

**CASH/
TEND**

3. The display will indicate "=" for total, the drawer will open and the receipt will print as in the example on the right.
4. Enter the amount of the tender, Press **CASH/TEND**:

2 0 0 0 **CASH/
TEND**

5. The display will indicate "C" for change and display \$17.88 change due.

THANK-YOU		
CALL AGAIN		
DEPT.1	T1	\$2.00
SUBTOTAL		\$2.12
TAXABLE1		\$2.00
TAX1 AMOUNT		\$0.12
CASH		\$2.12
15:40	03-01-2006	
000058	CLERK 1	00

Currency Conversion

If you normally accept currency from a neighboring nation, you can program the *SAM4s ER-265* to convert the subtotal of a sale to the equivalent cost in the foreign currency. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720. See “Programming Currency Exchange Rates” on page 70 to set a conversion rate.

- 1. Register the items you wish to sell.
- 2. Press **SUBTOTAL** to display the amount due in your home currency:

SUBTOTAL
- 3. To convert the amount due to an equivalent value in foreign currency, press **C/CONV**:

C/CONV
- 4. Enter the amount of the foreign currency tender, Press **CASH/TEND**:

1000CASH/TEND
- 5. The display will indicate “C” for change and display \$5.17 change due. **The change due is computed in home currency!**

THANK-YOU CALL AGAIN		
DEPT.1	T1	\$2.00
SUBTOTAL		\$2.12
TAXABLE1		\$2.00
TAX1 AMOUNT		\$0.12
FOREIGN AMT	@10.00	
CHANGE RATE	#1.3720	
HOME AMT.		\$7.29
CHANGE		\$.5.17
15:40	03-01-2006	
000059	CLERK 1	00

Add Check

Use the **ADD CHECK** key when you wish to issue a receipt, but not yet pay for the sale. For example, one person may wish to pay for two guest checks at a restaurant, or one person may pay for two admissions, where separate receipts are required for each person.

1. Register the items you wish to sell on the first receipt.
2. Press **ADD CHECK** to issue a receipt for the items:

**ADD
CHECK**

3. Register the items you wish to sell on the next receipt, press **ADD CHECK** to issue a receipt for the items:

**ADD
CHECK**

4. Press **SUBTOTAL** to display the amount due for both of the receipts:

**SUB
TOTAL**

5. Total or tender the sale with **CASH/TEND**, **CHECK** or **CHARGE**

THANK-YOU
CALL AGAIN

DEPT.1	T1	\$2.00
TAXABLE1		\$2.00
TAX1 AMOUNT		\$0.12
ADD CHECK		\$2.12
15:40	03-01-2006	
000060	CLERK 1	00

THANK-YOU
CALL AGAIN

DEPT.2		\$5.00
ADD CHECK		\$5.00
15:39	03-01-2006	
000061	CLERK 1	00

THANK-YOU
CALL AGAIN

TAXABLE1		\$2.00
TAX1 AMOUNT		\$0.12
CASH		\$7.12
015:40	03-01-	
2006		
000062	CLERK 1	00

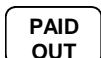
Receipt On/Off and Receipt on Request

When a receipt is not normally issued, you can turn the receipt function on or off.

If the receipt is off, you can still issue a receipt after the sale has been completed. Normally, this function is not allowed. If you wish to allow after sale receipts, you must set system option #17 to a value of 1. See “System Option Programming” on page 56.

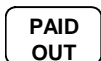
To Turn the Receipt Off

- ◆ With the control lock in the **REG** position, press **PO** (Paid Out):



To Turn the Receipt On

- ◆ With the control lock in the **REG** position, press **PO** (Paid Out) again:



Printing a Receipt after the Sale

- ◆ After the sale has been totaled, but before the next transaction is started, press **CASH/TEND**:



Note: Because receipt memory is limited, when a sale has more than 30 items or more than 3 tenders, the receipt after sale can not print all items. A row of dots is printed indicating the receipt is incomplete.

Advanced Programming Instructions

Department Programming

Programming Department Status

There are two parts to department programming. Department status is set here. Depending on whether you select open or preset department status in this section, you can also program either the open department entry limit or the preset department price. See “Programming Department Entry Limit or Price” on page 54.

Use this section to program the following status options:

- Set negative departments that subtract from the sale, rather than normal positive departments which add to the sale.
- Enforce the entry of a non-adding number before the department entry. See “Non Add Number” on page 40 for operation sequences.
- Disable the departments, so that entries are not allowed.
- Choose Open or Preset departments. Open departments accept amount entries. Use open departments to enter different priced items into the same category. Preset departments automatically register a preprogrammed price when the department key is pressed. Use preset departments to register an individual item quickly and accurately. For example, cigarette packs or food items can be assigned to departments as presets.

When you select preset departments, you can also decide if the department can also accept open entries. This option is referred to as “preset override”.

- Set single item departments which automatically total as a cash sale immediately after the department entry. Single item departments are used to speed up one item sales.
- Select a tax status to determine whether sales tax is automatically added.
- Select KP status if you wish an item to print at an optional kitchen printer.

Unless otherwise programmed, departments are positive, open, not taxable, not single item departments, and accept unlimited amounts (up to 7 digit entry). Therefore, it is not necessary to program departments you wish to be open, positive, non-taxable, not single item, with no entry limit.

Programming Department Status

1. Turn the control lock to the **PGM** position.
2. Enter **1 0 0**, and then press the **SUBTOTAL** key.
3. Decide if you want a negative, enforced non-add entry, or disabled department. If you do not want any of these department options, enter **0**. If you wish to select any of these options, complete the table below by adding the status digits for each option. Enter the resulting digit.

Department is Negative	Yes = 1 No = 0		+
Enforce Non-Add Entry	Yes = 2 No = 0		+
Department is Disabled	Yes = 4 No = 0		+
			=

4. Decide if you want a preset or single item department. If you do not want any of these department options, enter **0**. If you wish to select any of these options, complete the table below by adding the status digits for each option. Enter the resulting digit.

Department is Preset	Yes = 1 No = 0		+
Allow Preset Override	Yes = 2 No = 0		+
Department is Single Item	Yes = 4 No = 0		+
			=

5. Complete the tax status table below by adding the status digits for each tax. Then enter the resulting tax status code.

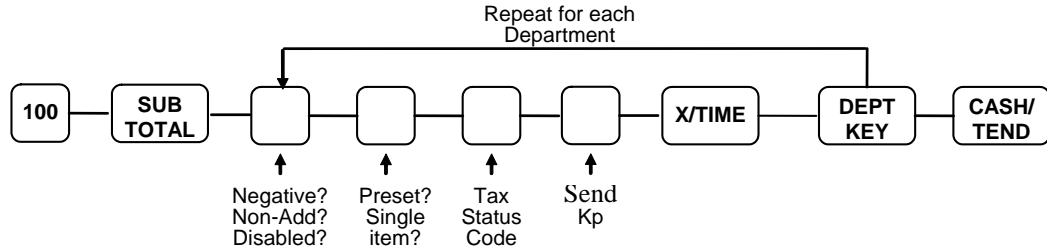
Taxable by Rate 1?	Yes = 1 No = 0		+
Taxable by Rate 2?	Yes = 2 No = 0		+
Taxable by Rate 3?	Yes = 4 No = 0		+
			=

6. If you are using a kitchen printer and wish this item to print at the printer, select Yes here.

Send KP?	Yes = 1 No = 0		+
			=

7. Press the **X/TIME** key.
8. Repeat steps 2 through 7 for each department you wish to program.
9. Press the **CASH/TEND** key to end programming.

Department Status Programming Flowchart



Department Status Programming Examples

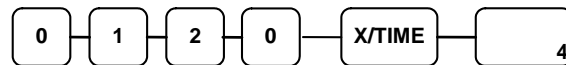
For example, set:

- department 1 open, taxable by rate 1
- department 4 preset, taxable by rate 2
- department 9 negative, preset, taxable by rate 1 & 2

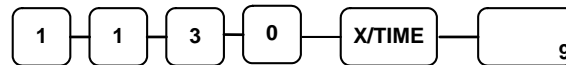
To set Department 1, enter:



To set Department 4, enter:



To set Department 9, enter:



Press the **CASH/TEND** key to end programming.



The status you have entered will display and print on the printer:

```

DEPT.1                1
DEPT.4                12
DEPT.9               113
PROGRAM TERMINATE
15:39      03-01-2006
000073    CLERK 1    00
  
```

Programming Department Entry Limit or Price

Note: Open departments are automatically assigned a 7 digit entry limit. You do not need to program this section for open departments, unless you wish to set a different limit.

If you are programming a open department:

- You can limit errors by setting the maximum amount that may be entered into a department.

If you are programming a preset department:

- You can set the preset price. The price you program here is the amount that is automatically registered when the department key is pressed.

Programming a Department Entry Limit or Price

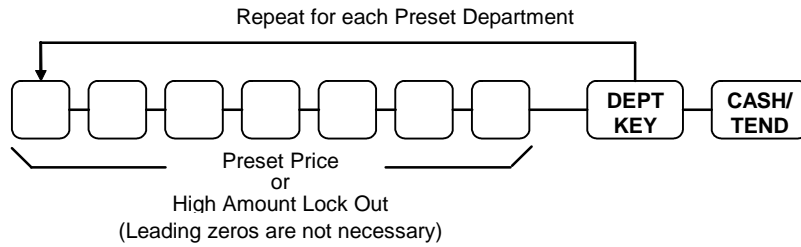
1. Turn the control lock to the **PGM** position.
2. If the department is preset, enter the preset price, up to seven digits (01 to 1234567). (It is not necessary to enter proceeding zeros. For example enter \$1.00 as 100.)

OR,

If the department is open, enter the entry limit you wish to set.

3. Press the department key you wish to program.
4. Repeat from step 2 above for each department you wish to set.
5. Press the **CASH/TEND** key to end programming.

Department Entry Limit or Price Programming Flowchart



Department Entry Limit or Price Programming Examples

For example, set:

- department 1 open, with a entry limit of \$50.00
- department 4 preset for \$2.50
- department 9 preset for \$0.99

To set Department 1, enter:

5	0	0	0	1
---	---	---	---	---

To set Department 3, enter:

2	5	0	4
---	---	---	---

To set Department 9, enter:

9	9	9
---	---	---

Press the **CASH/TEND** key to end programming.

CASH/ TEND

The tax status you have entered will display and print on the printer:

DEPT.1	\$50.00
DEPT.4	\$2.50
DEPT.9	\$0.99
PROGRAM TERMINATE	
15:39	03-01-2006
000074	CLERK 1 00

System Option Programming

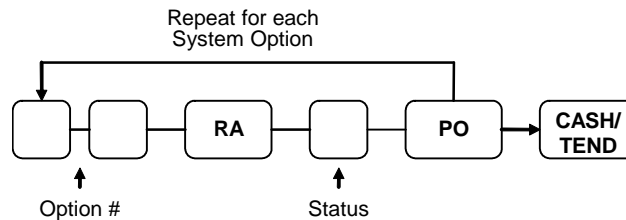
Thirty-one system options are provided so that you can configure the *SAM4s ER-265* to your exact requirements. Refer to the “System Option Table” on page 58 to review the system options. Read each option carefully to determine if you wish to make any changes.

NOTE: Because after clearing memory all options settings are automatically set to 0, and because your most likely option selections require a status setting of 0, you do not need to program this section unless you wish to change the default status.

Programming a System Option:

1. Turn the control lock to the **PGM** position.
2. Enter the option number of the system option you wish to change. Press the **RA** key.
3. Enter the number representing the status you have selected. Press the **PO** key.
4. Repeat from step 3 for each system option you wish to change.
5. Press the **CASH/TEND** key to end programming.

System Option Flowchart



System Option Programming Examples

Set the following options

- Option 15: Allow check cashing.
- Option 19: Enforce cash or check tender at totaling.

To set option 16:



To set option 19:



Press the **CASH/TEND** key to end programming.



System Option Table

NOTE: Shaded areas are the default settings, in other words, the shaded area indicates the way the register is automatically set up.

Option No.	SYSTEM OPTION	STATUS
1	Print the grand total on X,/Z report.	YES = 0
		NO = 1
2	Print the gross total on X,/Z report.	YES = 0
		NO = 1
3	Reset the consecutive number counter after a Z report.	NO = 0
		YES = 1
4	Reset the Z counter after Z report.	NO = 0
		YES = 1
5	Skip totals with zero value on X,Z report.	YES = 0
		NO = 1
6	Reset the grand total after a Z report.	NO = 0
		YES = 1
7	Print the subtotal when pressed.	YES = 0
		NO = 1
8	Cash must be declared before X/Z report.	NO = 0
		YES = 1
9	Allow X reports	YES = 0
		NO = 1
10	Decimal point position	0 = none
		1 = 1 place
		2 = 2 places
		3 = 3 places
11	Select a method for tax printing:	
	Print Taxable Totals.	Print tax amounts separately.
	Print Taxable Totals.	Print only total of all taxes.
	Print Taxable Totals.	Do not print tax amounts.
	Do not print Taxable Total.	Print tax amounts separately.
	Do not print Taxable Total.	Print only total of all taxes.
	Do not print Taxable Total.	Do not print tax amounts.

Option No.	SYSTEM OPTION		STATUS
12	Rounding method for percentage key and tax.	Round up at 0.50	0
		Always Round up	1
		Always Round down	2
13	Rounding method for multiplication and split	Round up at 0.50	0
		Always Round up	1
		Always Round down	2
14	Allow Post Tender.		NO = 0
			YES = 1
15	Allow Check Cashing.		NO = 0
			YES = 1
16	Select clerk option:		
	Clerk function inactive.		0
	Allow clerk function. Clerk stay down mode.		1
	Allow clerk function. Clerk pop up mode.		2
17	Allow receipt after sale.		NO = 0
			YES = 1
18	Print Currency Symbol:		
	Refer to the "code table" on page 77		Print "."
19	Enforce cash or check tender at totaling.		NO = 0
			YES = 1
20	Date sequence	MM-DD-YY	0
		DD-MM-YY	1
		YY-MM-DD	2
21	Select drawer compulsory		NO = 0
			YES = 1
22	Use spool		NO = 0
			YES = 1
23	Electronic Journal Disable.		0
	Electronic Journal Enable	Print EJ from Oldest.	1
		Print EJ from Newest	2
24	Prompt operator when Electronic Journal is full	NO = 0	SUM
		YES = 1	
	Stop operations when Electronic journal is full	NO = 0	
		YES = 2	
	Send reset report to Electronic journal	NO = 0	
		YES = 4	

Option No.	SYSTEM OPTION		STATUS
25	Paper End Sensor(Receipt)	YES = 0	SUM
		NO = 1	
	Paper End Sensor(Journal) * 2-Station Model Only	YES = 0	
		NO = 2	
26	Do Not Print small font for journal printer		0
	Print small font for EJ REPORT * 1-Station Model Only		1
27	Overlay descriptor		NO = 0
			YES = 1
28	Print deep color for printer (slow feeding)		NO = 0
			YES = 1
29	Pre Print graphic logo on receipt?		NO = 0
			YES = 1
30	Use Kitchen Printer (ELLIX 20)		NO = 0
			YES = 1
31	Ending feeding line on KP (0-9)		4

Advanced Tax Programming

Use the instructions in this chapter only if you wish to determine tax program entries yourself. See “Programming Tax” on page 19 to enter a simple tax rate.

Important Note: After you have entered your tax program, test for accuracy by entering several transactions of different dollar amounts. Carefully check to make sure the tax charged by the cash register matches the tax on the printed tax chart for your area. As a merchant, you are responsible for accurate tax collection. If the cash register is not calculating tax accurately, contact your local SAM4s Dealer for assistance.

Tax Rate Programming

You can program up to three separate taxes on the *SAM4s ER-265*. Set tax rate(s) here.

- If you are entering a tax table, see “Tax Table Programming” on page 63 to enter the tax break points.
- If you are entering a Canadian Goods and Services Tax (GST), use tax rate 3 for the GST tax, and use tax rates 1 and/or 2 for any other provincial tax or taxes.

Programming Tax Rates and Status

1. Turn the control lock to the **PGM** position.
2. If the tax is a percentage rate, enter it with a decimal. (0.000-99.999). It is not necessary to enter proceeding zeros. For example, for 6%, enter 06.000 or 6000.
3. For the type of tax, enter:

0	if the tax is a percentage added to the sale (normal add on tax)
1	if the tax is a percentage value added tax (VAT; calculated as part of the sale)

4. Enter **0** here for all taxes, unless if you are programming tax 3 as a Canadian GST. If the tax is a Canadian GST. Enter:

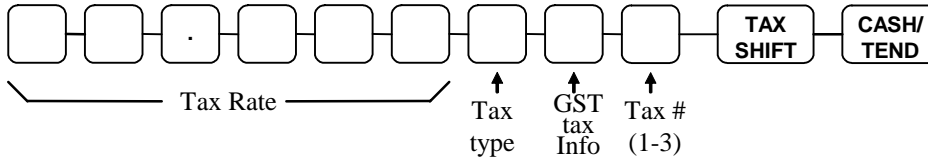
1	if the GST (tax 3) is taxable by rate 1
2	if the GST (tax 3) is taxable by rate 2
3	if the GST (tax 3) is taxable by rates 1 and 2

5. Enter:

1	to set tax rate 1
2	to set tax rate 2
3	to set tax rate 3

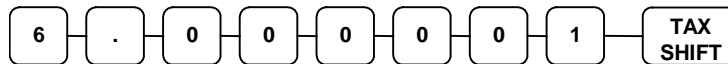
6. Press the **TAX** key.
7. Press the **CASH/TEND** key to end programming.

Tax Rate Programming Flowchart

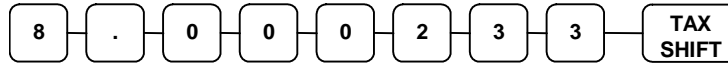


Tax Rate Examples

If tax 1 is 6 percent, enter:



If tax 3 is 8 percent Canadian GST and the GST is taxable, enter:



Press the **CASH/TEND** key to end programming.



The rates you have entered will display and print on the printer:

TAX1	STATUS	00
TAX1	RATE	6.000
TAX3	STATUS	23
TAX3	RATE	8.000
PROGRAM TERMINATE		
15:39	03-01-2006	
000075	CLERK 1	00

Tax Table Programming

In some cases, a tax that is entered as a percentage does not follow exactly the tax charts that apply in your area (even if the tax chart is based on a percentage). In these cases, we recommend that you enter your tax using tax table programming. This method will match tax collection exactly to the break points of your tax table.

Before programming, obtain a copy of the tax table you wish to program. You will need the printed tax table if you wish to determine the break point entries yourself.

Note: You can enter up to 47 break points.

Determining Break Point Entries

1. Refer to the “Tax Table Programming Example - Illinois 6% Tax Table” on page 64 to help with this exercise.
2. Calculate the break point differences by subtracting the high side of the previous range from the high side of the dollar range.
3. Examine the pattern of break point differences to determine when the break points begin to repeat. Mark the beginning break points that do not fit a pattern as “non-repeat breaks.” Mark the break points that are repeating in a pattern as “repeat breaks.”

Programming a Tax Table

1. Turn the control lock to the **PGM** position.
2. Enter the number of the tax you are programming (**1**, **2**, or **3**), press the **TAX** key.
3. Enter the maximum amount that is not taxed, press the **TAX** key.
4. Enter the first tax amount charged, press the **TAX** key.
5. For each non-repeat break point, enter the high side from the sale dollar range and press the **TAX** key.
6. Press the **CHECK** key.
7. For each repeat break point, enter the high side from the sale dollar range and press the **TAX** key.
8. Press the **CASH/TEND** key to end the tax table program.

Tax Table Programming Example - Illinois 6% Tax Table

<u>Tax Charged</u>	<u>Sale Dollar Range</u>	<u>Break point Differences</u>	
\$0.00	\$0.00 - \$0.10		
\$0.01	\$0.11 - \$0.21	11	Non-Repeat
\$0.02	\$0.22 - \$0.38	17	
\$0.03	\$0.39 - \$0.56	18	
\$0.04	\$0.57 - \$0.73	17	
\$0.05	\$0.74 - \$0.91	18	
\$0.06	\$0.92 - \$1.08	17	Repeat
\$0.07	\$1.09 - \$1.24	16	
\$0.08	\$1.25 - \$1.41	17	
\$0.09	\$1.42 - \$1.58	17	
\$0.10	\$1.59 - \$1.74	16	
\$0.11	\$1.75 - \$1.91	17	
\$0.12	\$1.92 - \$2.08	17	
\$0.13	\$2.09 - \$2.24	16	
\$0.14	\$2.25 - \$2.41	17	

To enter the program for the Illinois 6% tax table:

1. Enter **1** (for tax #1), press the **TAX** key.
2. Enter **1 0** (the maximum amount that is not taxed), press the **TAX** key.
3. Enter **1** (the first tax amount charged), press the **TAX** key.
4. Enter **2 1** (non-repeat break point),press the **TAX** key.
5. Enter **3 8** (non-repeat break point),press the **TAX** key
6. Enter **5 6** (non-repeat break point),press the **TAX** key.
7. Enter **7 3** (non-repeat break point),press the **TAX** key.
8. Enter **9 1** (non-repeat break point),press the **TAX** key.
9. Press the **CHECK** key.
10. Enter **1 0 8** (repeat break point), press the **TAX** key.
11. Enter **1 2 4** (repeat break point), press the **TAX** key.
12. Enter **1 4 1** (repeat break point), press the **TAX** key.
13. Press the **CASH/TEND** key to complete the tax program.

+% and -% Key Programming

There are two percentage keys on the keyboard: +% and -%. The +% key applies a surcharge. The -% key applies a discount. Without any further programming, you can apply a discount or surcharge to an individual item or to the subtotal of a sale by entering a percentage and pressing the +% or -% key. This program allows you to:

- decide to calculate any taxes *before* or *after* the percentage is applied
- set a preset percentage for the +% or -% key
- if a preset percentage is set, decide if you wish to also allow a percentage to be entered
- inactivate the key

Programming the +% or -% Key

1. Turn the control lock to the **PGM** position.
2. Enter the percentage rate you wish to preset, or **0** if you only wish to enter the percentage. Press the +% or -% key, depending on which key you are programming. Be sure to enter the decimal point if you are setting a rate that is not an even percentage, i.e. enter 33 % as **3 3 . 3 3 3**. If you are setting an even percentage, it is not necessary to enter the decimal point, i.e. enter 50 % as **5 0**.
3. To decide if tax is calculated before or after the percentage is applied, complete the table below by adding the status digits for each tax. Then enter the resulting tax status code.

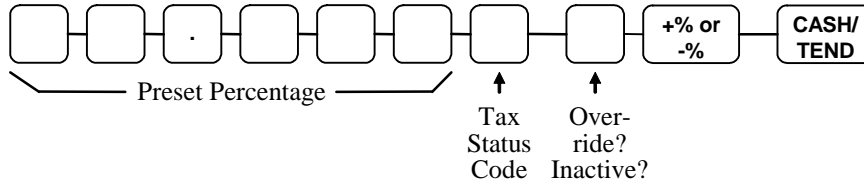
Calculate Rate 1 after the discount/surcharge?	Yes = 1 No = 0		+
Calculate Rate 2 after the discount/surcharge?	Yes = 2 No = 0		+
Calculate Rate 3 after the discount/surcharge?	Yes = 4 No = 0		+
			=

4. Enter:

0	If you wish to allow the operator to also enter a percentage (override).
1	If you do not wish to allow the operator to also enter a percentage (override).
2	If you wish the key to be inactive.

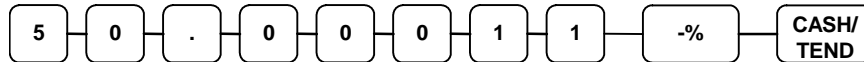
5. Press the **CASH/TEND** key to end programming.

+% or -% Key Programming Flowchart



+% or -% Key Programming Example

Set the -% (discount) Key preset for 50% and so that tax 1 is calculated after the discount is applied and override is allowed. Enter:



- (Minus) Key Programming

The - (**Minus**) key is used to enter the amount of a coupon that is subtracted from the sale.

- The - (**Minus**) key can be programmed to be taxable or non-taxable. In other words, when you are subtracting a coupon, you can calculate sales tax on the net or the gross cost of the item. If the - (**Minus**) key is taxable, you will calculate sales tax on the net cost of the item. If the - (**Minus**) key is non-taxable, you will calculate sales tax on the gross cost of the item.
- You can also program limit errors by setting the maximum amount that may be entered into the - (**Minus**) key. For example, setting a 3 digit limit means the maximum you can enter is \$9.99. This is referred to as the High Digit Lock Out, or HDLO.

Programming the - (Minus) Key

1. Turn the control lock to the **PGM** position.
2. Enter the High Digit Lock Out (entry limit) digit from the table below. (Enter **0** for no limit.)

HDLO	Limits
1	.01 - .09
2	.01 - .99
3	.01 - 9.99
4	.01 - 99.99
5	.01 - 999.99
6	.01 - 9999.99
0	.01 - 99999.99

3. To decide if tax is calculated before or after the percentage is applied, complete the table below by adding the status digits for each tax. Then enter the resulting tax status code.

Calculate Rate 1 after the Minus (-) key entry?	Yes = 1 No = 0		+
Calculate Rate 2 after the Minus (-) key entry?	Yes = 2 No = 0		+
Calculate Rate 3 after the Minus (-) key entry?	Yes = 4 No = 0		+
			=

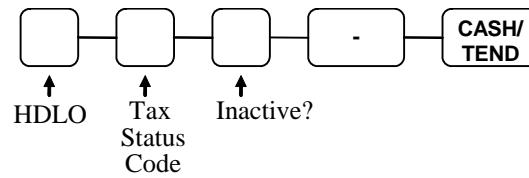
4. Enter:

0	for active minus key
1	for inactive minus key

5. Press the - (**Minus**) key.

6. Press the **CASH/TEND** key to end programming.

Minus (-) Key Programming Flowchart



Minus (-) Key Programming Example

Set the Minus (-) key with a three digit HDLO (\$9.99) and so that tax 1 is calculated after the Minus (-) key amount is entered. (In other words, tax is calculated on the net cost of the item.) Enter:



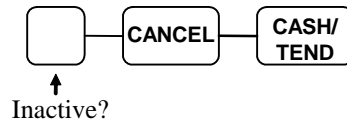
CANCEL Key Programming

The **CANCEL** key can be made inactive. Normally the key is active, however, you may wish to inactivate it for security reasons.

Programming the CANCEL Key

1. Enter:
 - 0 to activate the **CANCEL** key
 - 1 to inactivate the **CANCEL** key
2. Press the **CANCEL** key.
3. Press the **CASH/TEND** key to end programming.

Cancel Key Programming Flowchart



Cancel Key Programming Example

To inactivate the **CANCEL** key, enter:



Currency Conversion

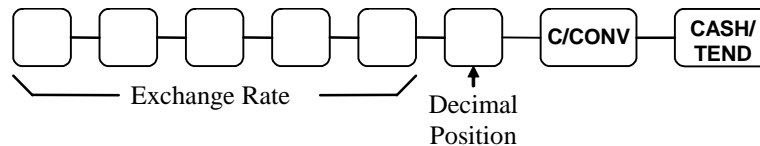
If you normally accept currency from a neighboring nation, you can program the *SAM4s ER-265* to convert the subtotal of a sale to the equivalent cost in the foreign currency. To do this, you need to program the conversion factor. For example, if the US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency), the conversion factor is 1.3720.

Note: Foreign currency exchange rates may be stated as “foreign currency in dollars”, or “dollars in foreign currency”. Use the rate stated in “dollars in foreign currency” when you are programming this section.

Programming Currency Exchange Rates

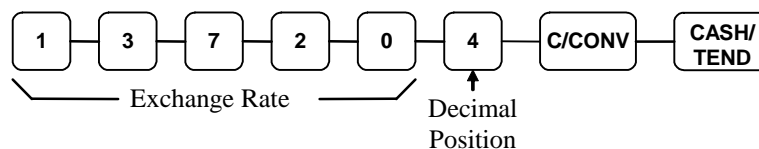
1. Turn the control lock to the **PGM** position.
2. Enter the exchange rate of up to 5 digits (do not enter the decimal point).
3. Enter a number from 0 to 4 to indicate the decimal position.
4. Press the **C/CONV** key.
5. Press the **CASH/TEND** key to end programming.

Currency Exchange Rate Programming Flowchart



Currency Exchange Rate Programming Example

The US dollar (home currency) is worth 1.3720 Canadian dollars (foreign currency).



Programming Clerks

If you wish to use the clerk system, you must first activate the clerk system by setting system option #16. See “System Option Programming” on page 56. You can activate the clerk system for with a stay down or pop-up mode.

- Stay down means that once a clerk is signed on, the same clerk will remain signed on until a different clerk signs on or the original clerk signs off. A stay down clerk system might be used when only one operator uses the register at a time, and a different operator begins when a work shift is changed.
- Pop-up means that the clerk is automatically signed off at the end of each transaction. Therefore, to begin a transaction, you must first sign a clerk on. A pop-up clerk system might be used in a department store, where several clerks might use the register during the same shift, and clerk sales information is required.

With the clerk system activated, you can operate up to 10 clerks. The clerk registering a transaction is printed on the bottom of the receipt to indicate clerks 1 through 10. For example:

15:39	03-01-2006
000017	CLERK 1 00

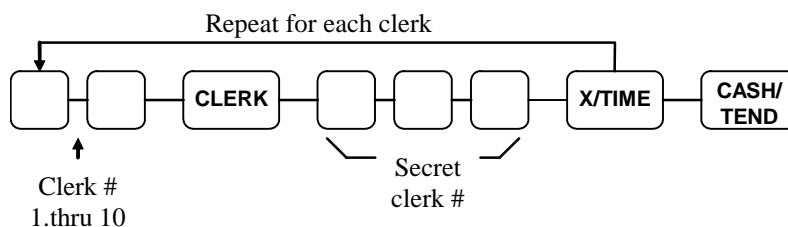
See “Clerk Operations” on page 25 for clerk sign on and sign off sequences.

Programming a Clerk Code

The clerk code consists of a three digit secret number, followed by the digit representing the number of the clerk.

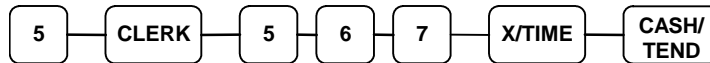
1. Turn the control lock to the **PGM** position.
2. Set system option #16 to a value of **1** or **2** (for with a stay down or pop-up mode). See “System Option Programming” on page 56.
3. Enter the clerk number (1-10), press the **CLERK** key.
4. Enter a three digit secret code, press the **X/TIME** key
5. Repeat from step 3 for each clerk you wish to program.
6. Press the **CASH/TEND** key to end programming.

Clerk Programming Flowchart



Clerk Programming Example

To set Clerk #5 with a code of **5 6 7**, enter:



Printing Clerk Codes:

If you need to verify clerk codes:

1. Turn the control lock to the **PGM** position.
2. Press the **CLERK** key.
3. The printer will print as in the example below:

THANK-YOU		
CALL AGAIN		
CLERK 1		1
CLERK 2		2
CLERK 3		3
CLERK 4		4
CLERK 5		567
CLERK 6		6
CLERK 7		7
CLERK 8		8
CLERK 9		9
CLERK 10		10
15:39	03-01-2006	
000017	CLERK 1	00

PLU (Price Look Up) Programming

The *SAM4s ER-265* offers 1000 PLUs (Price Look Ups) as a standard feature. Like departments PLUs (Price Look Ups) may be *open* or *preset*.

- Preset PLUs are used to register preset items. The most significant difference between a preset department and a preset PLU is the method of registration. While preset departments are registered by simply pressing the department key, preset PLUs are registered by entering the PLU number and pressing the PLU key.

There are many possible uses for preset PLUs. Since there are many more PLUs than departments, you may use PLUs when you wish to accurately price and count a larger group of items. Possible uses include: menu items in a restaurant or items (such as cigarettes) that you wish to inventory.

- Use open PLUs when you wish to enter different priced items into a larger number of categories.

Programming PLU Status

There are two parts to PLU programming. PLU status is set here. Depending on whether you select open or preset PLU status in this section, you can also program either the open PLU entry limit or the preset PLU price. See “Programming PLU Entry Limit or Price” on page 76.

Use this section to program the following status options:

- Set negative PLUs that subtract from the sale, rather than normal positive PLUs which add to the sale.
- Enforce the entry of a non-adding number before the PLU entry. See “Non Add Number” on page 40 for operation sequences.
- Disable the PLUs, so that entries are not allowed.
- Choose Open or Preset PLUs.
- Set single item PLUs which automatically total as a cash sale immediately after the department entry. Single item departments are used to speed up one item sales.
- Select a tax status to determine whether sales tax is automatically added.
- Select KP status if you wish an item to print at an optional kitchen printer.

Programming PLU Status

1. Turn the control lock to the **PGM** position.
2. Enter the number of the PLU you wish to program (1-1000), press the **PLU** key.
3. Decide if you want a negative, enforced non-add entry, or disabled PLU. If you do not want any of these options, enter **0**. If you wish to select any of these options, complete the table below by adding the status digits for each option. Enter the resulting digit.

PLU is Negative	Yes = 1 No = 0		+
Enforce Non-Add Entry	Yes = 2 No = 0		+
PLU is Disabled	Yes = 4 No = 0		+
			=

4. Decide if you want a preset or single item PLU. If you do not want any of these options, enter **0**. If you wish to select any of these options, complete the table below by adding the status digits for each option. Enter the resulting digit.

PLU is Preset	Yes = 1 No = 0		+
PLU is Single Item	Yes = 2 No = 0		+
			=

5. Complete the tax status table below by adding the status digits for each tax. Then enter the resulting tax status code.

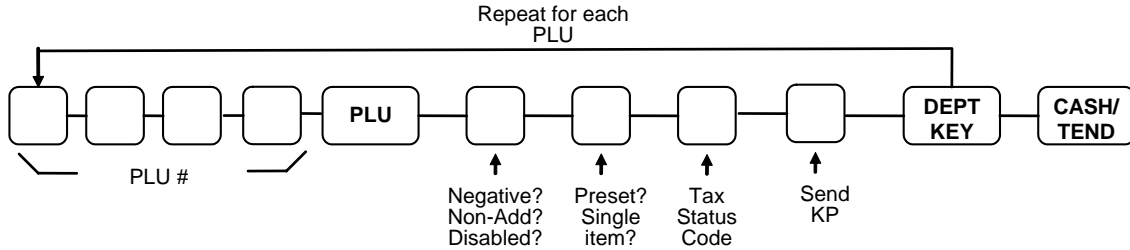
Taxable by Rate 1?	Yes = 1 No = 0		+
Taxable by Rate 2?	Yes = 2 No = 0		+
Taxable by Rate 3?	Yes = 4 No = 0		+
			=

7. If you are using a kitchen printer and wish this item to print at the printer, select Yes here.

Send KP?	Yes = 1 No = 0		+
			=

8. Press the department key that you want this PLUs' sales added to.
9. Repeat steps 2 through 7 for each PLU you wish to program.
10. Press the **CASH/TEND** key to end programming.

PLU Status Programming Flowchart

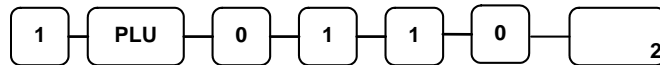


PLU Status Programming Examples

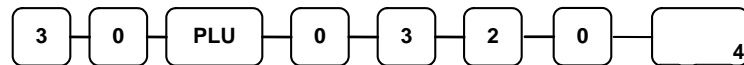
For example, set:

- PLU #1 preset, not single item, taxable by rate 1, with sales reported to department 2.
- PLU #30 preset, single item, taxable by rate 2, with sales reported to department 4.
- PLU #6 open, not single item, non-taxable, with sales reported to department 9.

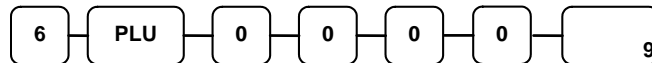
To set PLU 1, enter:



To set PLU 30, enter:



To set PLU 6, enter:



Press the **CASH/TEND** key to end programming.



The status you have entered will display and print on the printer:

```

PLU1                      11
DEPT. 2
PLU30      T1             32
DEPT. 4
PLU6                      0
DEPT. 9
      PROGRAM TERMINATE
15:39      03-01-2006
000076      CLERK 1      00
    
```

Programming PLU Entry Limit or Price

Note: Open PLUs are automatically assigned a 7 digit entry limit. You do not need to program this section for open PLUs, unless you wish to set a different limit.

If you are programming a open PLU:

- You can limit errors by setting the maximum amount that may be entered into a PLU.

If you are programming a preset PLU:

- You can set the preset price. The price you program here is the amount that is automatically registered when the PLU is entered.

Programming a PLU Entry Limit or Price

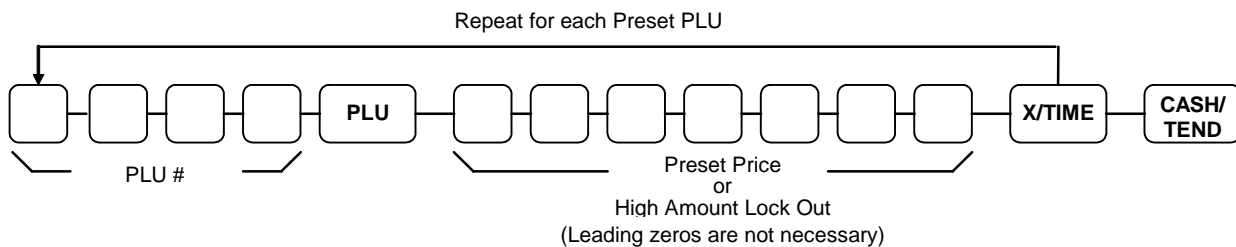
1. Turn the control lock to the **PGM** position.
2. Enter the number of the PLU you wish to program (1-1000), press the **PLU** key.
3. If the PLU is preset, enter the preset price, up to seven digits (01 to 1234567). (It is not necessary to enter proceeding zeros. For example enter \$1.00 as 100.)

OR

If the PLU is open, enter the highest amount that may be entered into the PLU.

4. Press the **X/TIME** key.
5. Repeat from step 2 above for each PLU you wish to program.
6. Press the **CASH/TEND** key to end programming.

PLU Entry Limit or Price Programming Flowchart



PLU Entry Limit or Price Programming Examples

For example, set:

- PLU 1 with a preset price of \$1.99
- PLU 30 with a preset price of \$10.00
- PLU 6 with a entry limit of \$5.00

To set PLU 1, enter:



To set PLU 30, enter:



To set PLU 6, enter:



Press the **CASH/TEND** key to end programming.



The tax status you have entered will display and print on the printer:

PLU1	T1	@1.99
PLU30	T2	@10.00
PLU6		@5.00
PROGRAM TERMINATE		
15:39	03-01-2006	
000077	CLERK 1	00

Setting a Register Number

You can program a two digit register number that will print on the lower right corner of each transaction. If you are using more than one cash register, the register number can be used to identify the register where the transaction was entered.

15:40	03-02-2006
000081	CLERK 1 99

Register Number

To set a register identification number:

1. Turn the control lock to the **PGM** position.
2. Enter register number and press the **#/NS** key:



3. Press the **CASH/TEND** key to end programming.



Programming Descriptions

Customer Logo

Without otherwise programming, the customer logo will print a two line message at the top of each receipt:

THANK-YOU
CALL AGAIN

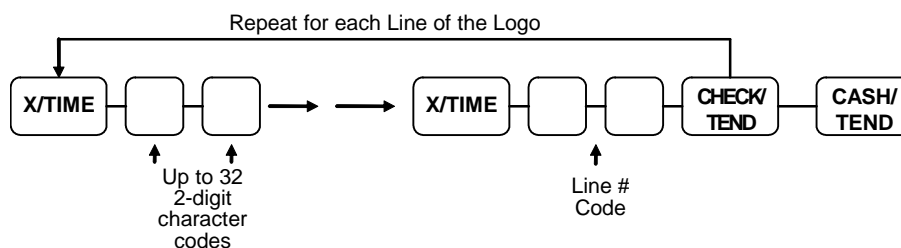
If you wish, you can replace this message with your own custom message. You can have both a preamble message (top of receipt) and a postamble message (bottom of receipt). Each can be up to 6 lines long.

Programming a Custom Logo:

You can also program your logo using the Program Overlay method. See “Program Overlay” on page 84.

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Refer to the “Code Table” on page 83 and enter the two digits that represent each character you wish. You can enter up to 32 character codes for each line.
4. Press the **X/TIME** key.
5. Enter the two digit number that represents the line of the message you wish to program:
11 ~ 16 : 1st Line ~ 6th Line (Preamble Logo)
21 ~ 26 : 1st Line ~ 6th Line (Postamble Logo)
6. Press the **CHECK TEND** key
7. Repeat from step 2 for each line you are programming.
8. Press the **CASH/TEND** key to end programming.

Logo Programming Flowchart



Logo Programming Example

Program the first line of the logo to say "GENERAL STORE"

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. To center the message on the receipt, enter six space characters: **7 0 7 0 7 0 7 0 7 0 7 0**.
4. Enter the codes representing the text "GENERAL STORE": **2 6 2 4 3 3 2 4 3 7 2 0 3 1 7 0 3 8 3 9 3 4 3 7 2 4**.
5. Press the **X/TIME** key.
6. Enter **1 1**, press the **CHECK TEND** key.
7. Press the **CASH/TEND** key to end programming.

Department Descriptor

Without otherwise programming, each department will print the department number for registrations and reporting.

For example, the receipt will look like this:

DEPT . 1	T1	\$2 . 99
DEPT . 7	T1	\$1 . 99

If you wish, you can program each department with a custom descriptor, up to 18 characters in length. For example, you could program your own descriptors like this:

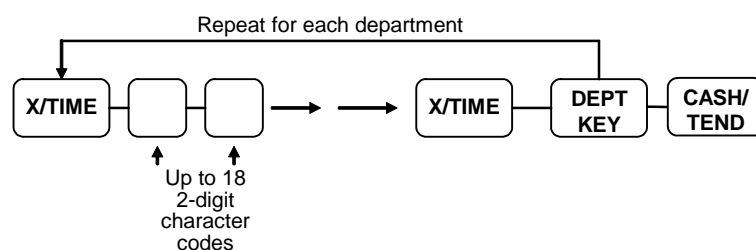
GROCERY	T1	\$2 . 99
MEAT	T1	\$1 . 99

Programming a Department Descriptor

You can also program your Descriptor using the Program Overlay method. See “Program Overlay” on page 84.

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Refer to the “Code Table” on page 83 and enter the two digits that represent each character you wish. You can enter up to 18 character codes for each department.
4. Press the **X/TIME** key.
5. Press the department key you wish to program.
6. Repeat from step 2 for each department you are programming.
7. Press the **CASH/TEND** key to end programming.

Department Descriptor Programming Flowchart



Department Descriptor Programming Example

Program the department 1 descriptor to say “GROCERY”

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Enter the codes representing the text “GROCERY”: **2 6 3 7 3 4 2 2 2 4 3 7 4 4**.
4. Press the **X/TIME** key.
5. Press the **DEPT 1** key
6. Press the **CASH/TEND** key to end programming.

PLU Descriptor

If you are using PLUs, only the PLU code will print unless you choose to program a custom descriptor.

For example, the receipt will look like this:

PLU1	T1	\$2.99
PLU23	T1	\$1.99

If you wish you can program each PLU with a custom descriptor, up to 18 characters in length. For example, you could program your own descriptors like this:

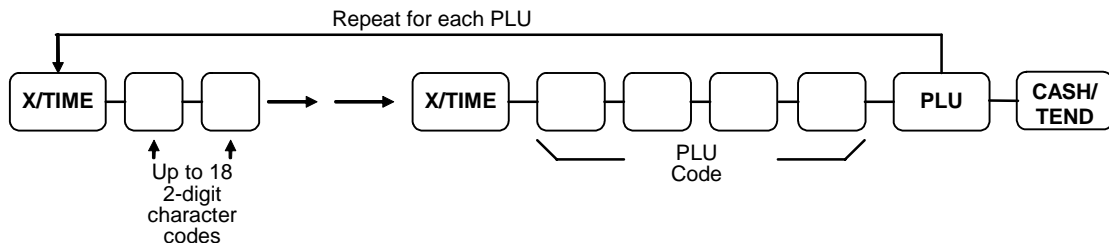
CIGARETTE	T1	\$2.99
APPLES	T1	\$1.99

Programming a PLU Descriptor

You can also program your Descriptor using the Program Overlay method. See “Program Overlay” on page 84.

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Refer to the “Code Table” on page 83 and enter the two digits that represent each character you wish. You can enter up to 18 character codes for each PLU.
4. Press the **X/TIME** key.
5. Enter the PLU number, press the **PLU** key.
6. Repeat from step 2 for each PLU you are programming.
7. Press the **CASH/TEND** key to end programming.

PLU Descriptor Programming Flowchart



PLU Descriptor Programming Example

Program the descriptor for PLU 1 to say “APPLES”

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Enter the codes representing the text “APPLES”: **2 0 3 5 3 5 3 1 2 4 3 8**.
4. Press the **X/TIME** key.
5. Enter the PLU code, press the **PLU** key.
6. Press the **CASH/TEND** key to end programming.

Code Table

Using the Code Table

1. Find the character you wish to print.
2. Find the first entry digit for the character by following the column to the top of the table.
3. Find the second entry digit for the character by following the row to the left margin of the table.

For example the code for A is **20** and the code for Z is **45**.

		First Entry								
Second Entry		1	2	3	4	5	6	7	8	9
	0	0	A	K	U	•	!	SPACE	Ç	Á
	1	1	B	L	V	/	"		Ä	€
	2	2	C	M	W	:	%	^	Å	Í
	3	3	D	N	X	;	'	~	É	Ó
	4	4	E	O	Y	<	(\	Æ	Ú
	5	5	F	P	Z	=)	{	Ö	
	6	6	G	Q	@	>	*	}	Ü	
	7	7	H	R	&	?	+	_	£	
	8	8	I	S	#	[,	.	Ñ	
	9	9	J	T	\$]	-	DBL WIDTH	Ø	

Program Overlay

Instead of entering descriptor codes, you can program descriptors using the alpha overlay as shown below. Note that each position contains three characters.

- You will press a key once to select the first (left-most) character, twice to select the second, or three times to select the third character. Then you will press the decimal key to enter the character.
- If you wish to place a space between characters, touch **Space** and then the decimal key.
- If you wish to use “double size” characters, touch **Double** and then press the decimal key. Then select the character, and press the decimal key again. Continue to touch **Double**, and then decimal before every double-size character. Double size characters use two character positions. In other words you can have 16-double size characters on a descriptor line instead of 32-single sized characters.

Follow the detailed instructions on the next page.

		Space	Double	Ü £ Ñ	ø Á €	Í Ó Ú
) * +	, - sp	^ ~	\ { }	_ . Dbl	Ç Ä Å	É Æ Ö
ABC 1	DEF 6	GHI 11				
JKL 2	MNO 7	PQR 12	7	8	9	CHECK
STU 3	VWX 8	YZ@ 13	4	5	6	SUB TOTAL
& # \$ 4	• / : 9	; < = 14	1	2	3	CASH / TEND
> ? [5] ! " 10	% ' (15	0	00	.	

Programming Descriptors Using the Program Overlay

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Enter up to 18 characters if you are programming departments/PLUs or enter up to 32 characters if you are programming a message line in the following manner.
 - A. Press a key once to select the first (left-most) character, twice to select the second, or three times to select the third character. Then press the decimal key to enter the character.
 - B. If you wish to place a space between characters, touch **Space** and then the decimal key.
 - C. If you wish to use “double size” characters, touch **Double** and then press the decimal key. Then select the character (by press a key once, twice or three times), and press the decimal key again. Continue to touch **Double**, and then decimal before every double-size character. Double size characters use two character positions. In other words you can have 16-double size characters on a descriptor line instead of 32-single sized characters.
4. After all characters are entered, press the **X/TIME** key.
5. If you are programming a PLU descriptor:
*Enter the PLU code, press the **PLU** key.*
If you are programming a Department descriptor:
*Press the **Department** key you wish to set.*
If you are programming a message line:
*Enter the number representing the message line you are programming press the **CHECK** key.*
 - 11 ~ 16 : 1st Line ~ 6th Line (Preamble Logo)
 - 21 ~ 26 : 1st Line ~ 6th Line (Postamble Logo)
6. Press the **CASH/TEND** key to end programming.

Program Overlay Example

Set the descriptor ‘JUICE’ for department #1.

1. Turn the control lock to the **PGM** position.
2. Press the **X/TIME** key.
3. Press **DEPT 2**, Decimal (J)
Press **DEPT 3**, **DEPT 3**, **DEPT 3**, Decimal (U)
Press **DEPT 11**, **DEPT 11**, **DEPT 11**, Decimal (I)
Press **DEPT 1**, **DEPT 1**, **DEPT 1**, Decimal (C)
Press **DEPT 6**, **DEPT 6**, Decimal (E)
4. Press the **X/TIME** key.
5. Press **DEPT 1**.
6. Press the **CASH/TEND** key to end programming.

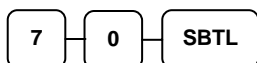
Key Assignment Programming

Department and function keys may be relocated with this program. Please note the following limitations:

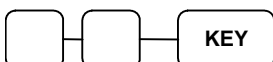
- If you assign a duplicate of a function or department code, the duplicate will function exactly as the original – you will not get separate totals and counters on reports for the duplicated key.
- The following keys are fixed and must remain in their original locations: **0-9, 00, Decimal, CLEAR, SUBTOTAL, CASH/TEND.**
- Functions and departments may be located anywhere on the keyboard, except the locations reserved for the fixed keys.

To Assign a Key to a Location

1. Turn the control lock to the **S** position.
2. Enter **7 0** and press the **SUBTOTAL** key.



3. Refer to the chart below to find the code for the key you wish to assign. Enter the code and press the location you wish to program. Repeat this step to assign another key.



4. Press the CASH/TEND key to finalize key assignment programming.



Code	Function	Code	Function	Code	Function
1	DEPT 1	11	DEPT 11	35	TAX
2	DEPT 2	12	DEPT 12	36	-%
3	DEPT 3	13	DEPT 13	37	+%
4	DEPT 4	14	DEPT 14	38	VOID
5	DEPT 5	15	DEPT 15	39	CANCEL
6	DEPT 6	29	(-) MINUS	40	C/CONV
7	DEPT 7	30	#/NS	41	ADD CHECK
8	DEPT 8	31	RETURN	43	X/TIME
9	DEPT 9	32	RA	44	PLU
10	DEPT 10	33	PO	45	CHARGE
		34	CLERK	46	CHECK

Setting Receipt/Journal Status

The printer can be set to generate customer receipts, or print a sales journal. In the receipt mode, the printer will print the logo and feed the paper a sufficient length so that a receipt can be torn off. In the journal mode, there is no additional paper feeding between transactions. The default state of this program is the RECEIPT status.

See “System Option Programming” on page 56 and set Option #22 “Use Spool” to a status of “1”. This will enable the journal pick-up spool and all journal rather than receipt printing.

Calculator Programming

You can use a calculator program in the REG or VOID mode.

1. Turn the control lock to the **REG or VOID** position.
2. Enter 100 on the numeric keypad and press the **SUB TOTAL** key.
3. Enter a first number for calculation on the numeric keypad.
4. Choose one out of below operators.

VOID → → **+**

CANCEL → → **-**

C/CONV → → **X**

5. Enter a second number for calculation on the numeric keypad.
6. Press the **CASH/TEND** key to finish.

PC Online Mode

SAM4s provides an optional PC Utility for the ER-265. You can directly connect your ER-265 to a personal computer and use the PC Utility at the PC to program, poll reports and download graphic logos to the ER-265.

The ER-265 must be set in PC Online Mode before PC communications are possible:

1. Connect the PC to the ER-265 using one of the following cables:
CRS Part # 522035 (Register DB-9M to PC DB-9F)
CRS Part # 522038 (Register DB-9M to PC DB-25F)
2. Turn the control lock to the **S** position.
3. Press the **RA** key. The message “CC” will display in the center of the operator display. (Note that while PC communications are taking place, the “CC” message will flash off and on again.) The ER-265 is ready for communication.
4. Use the ER-265 PC Utility program to initiate communication. Refer the the separate “*SAM4s ER-265 PC Utility User’s Manual*”.
5. Press the **CLEAR** key to exit PC Online mode.

Program Scan

You can print out a copy of your ER-265 program:

1. Turn the key to the **PGM** position.
2. Press the **CASH/TEND** key. The program data will print.

You can also generate a PLU program scan.

1. Turn the control lock to the **PGM** position
2. Enter 15 on the numeric keypad and press the **SUB TOTAL** key.
3. To read PLU program information, enter the number (1-1000) of the start PLU and press the **PLU** key

Program Scan Example:

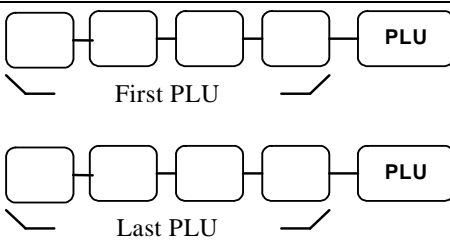
THANK-YOU CALL AGAIN		
Department Status ->	DEPT.1	70
Department Price or Limit ->		\$0.00
	DEPT.2	70
		\$0.00
	DEPT.3	70
		\$0.00
(Department Status and Price/Limit is listed for each department)	.	
	DEPT.15	70
		\$0.00
Tax 1 Status ->	TAX1 STATUS	00
Tax 1 Rate ->	TAX1 RATE	0.000
Tax 2 Status ->	TAX2 STATUS	00
Tax 2 Rate ->	TAX2 RATE	0.000
Tax 3 Status ->	TAX3 STATUS	00
Tax 3 Rate ->	TAX3 RATE	0.000
Percentage Discount Key Status ->	-% STATUS	0
Percentage Discount Key Rate ->	-% RATE	0.000
Percentage Surcharge Key Status ->	+% STATUS	0
Percentage Surcharge Key Rate ->	+% RATE	0.000
Minus (-) Key Status ->	- STATUS	0
Cancel Status	CANCEL	0
Currency Conversion Exchange Rate ->	CHANGE RATE	#0
Decimal Position ->	DECIMAL	0
System Option Value ->	OPTION1	0
System Option Value ->	OPTION2	0
System Option Value ->	OPTION3	0
(System Option Value is listed for each option)	.	
	.	
System Option Value ->	OPTION31	0
PLU Status & Department ->	PLU1	011 DEPT.4
PLU Price ->	T1	\$1.00
(PLU Status and Price is listed for each PLU that is programmed)	.	
	.	
	.	
Time/Date ->	15:39	03-01-2006
Transaction Counter/Clerk/Register Number ->	000078	CLERK 1 00

Reports

Report Summary

There are two basic types of reports: "X", or read-only and "Z", or read & reset to zero. Some reports are available in both types.

The following table summarizes the reports available on the *SAM4s ER-265*:

Report	Control Lock Position	Key
Financial	X or Z	CASH/ TEND
Period-to-Date Financial	X or Z	CHARGE
Hourly Sales	X or Z	X/TIME
All PLU	X or Z	PLU
Clerk	X or Z	CLERK
String Report (Financial, PLU, Time and Clerk reports in sequence)	Z	SUB TOTAL
From/To PLU	X	
Cash in Drawer	X	SUB TOTAL
Check in Drawer	X	CHECK TEND

PRINT ALL EJ (Electronic Journal)	X	3 0 0 CASH
PRINT EJ CASH	X	3 0 1 CASH
PRINT EJ CHECK	X	3 0 2 CASH
PRINT EJ CHARGE	X	3 0 3 CASH
PRINT EJ %	X	3 0 4 CASH
PRINT EJ RA/PO	X	3 0 5 CASH
PRINT EJ RETURN	X	3 0 6 CASH
PRINT EJ EC/VOID	X	3 0 7 CASH
PRINT EJ NO SALE	X	3 0 8 CASH
PRINT EJ CANCEL	X	3 0 9 CASH
PRINT EJ BY CLERK	X	<div> <div> <div></div> <div></div> <div></div> </div> <div>401 ~ 410</div> </div> CASH
PRINT EJ RESET	Z	3 9 9 CASH

Running a Report

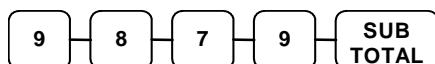
1. Find the report you wish to run from the table on the previous page.
2. Turn the control lock to the **X** or the **Z** position.
3. Press the appropriate key for the report you wish to run.

Cash-In-Drawer Declaration

Cash-In-Drawer Declaration is an optional feature that forces you to count the drawer and declare the drawer count before a report can be run. By forcing the operator to declare, without knowledge of the expected drawer totals, you are assured that all cash will be deposited. System option #8 must be set to a value of **1** to enforce cash declaration. See “System Option Programming” on page 56 to program system options.

Declaring Cash

1. Turn the control lock to the **X** position.
2. Enter the amount of the cash counted, press the **SUBTOTAL** key:



3. The printer will print the declared amount, the cash-in-drawer total from the cash register and compute the difference
4. Proceed to run the report you wish to print.

Note: You must run a report after declaring cash before registering any new transactions.

THANK-YOU	
CALL AGAIN	
INPUT AMOUNT	\$98.79
CASH IN DRAWER	
	\$92.29
DIFFERENCE	\$6.50
15:39	03-01-2006
000017	CLERK 1 00

Report Samples

Financial Report

Note: This sample report is shown with items of zero value listed on the report. Your report may only show totals with values other than zero, depending on the setting for system option #5.

Report Name ->		THANK-YOU CALL AGAIN	
Report Type/Reset (Z) Counter		< DAILY REPORT >	
Department Activity Counter ->		X	1
Department Sales Total ->		DEPT.1	18
		T1	\$33.03
		DEPT.2	1
			\$0.07
		DEPT.3	4
			\$50.99
		DEPT.4	2
			\$3.50
		DEPT.5	0
			\$0.00
		DEPT.6	0
			\$0.00
		DEPT.7	1
			\$20.99
		.	
		.	
		.	
		DEPT.15	0
			\$0.00

		+DEPT TTL	26
			\$108.58
		-DEPT TTL	0
			\$0.00
		ADJUST DEPT TTL	26
			\$108.58

Continued on the next page . . .

Total of non-taxable sales ->	NONTAX TTL	\$0.00
Taxable sales for tax rate 1 ->	TAXABLE1	\$33.04
Tax 1 amount collected ->	TAX1 AMOUNT	\$1.98
Taxable sales for tax rate 2 ->	TAXABLE2	\$0.00
Tax 2 amount collected ->	TAX2 AMOUNT	\$0.00
Taxable sales for tax rate 3 ->	TAXABLE3	\$0.00
Tax 3 amount collected ->	TAX3 AMOUNT	\$0.00
Total exempted sales for tax rate 1 ->	XMPT1 SALES	\$0.00
Total exempted sales for tax rate 2 ->	XMPT2 SALES	\$0.00
Total exempted sales for tax rate 3 ->	XMPT3 SALES	\$0.00
Activity count for discount key ->	-%	0
Dollar amount of discounts ->		\$0.00
Activity count for surcharge key ->	+%	0
Dollar amount of surcharges ->		\$0.00
Activity count for -(MINUS) key ->	-%	0
Dollar amount of -(MINUS) ->		\$0.00
Net Sales total ->	NET TOTAL	\$110.57
TAX 1 credited on negative sales ->	CREDIT TAX1	\$0.00
TAX 2 credited on negative sales ->	CREDIT TAX2	\$0.00
TAX 3 credited on negative sales ->	CREDIT TAX3	\$0.00
Count of Return Merchandise items ->	RETURN MDSE	1
Total of Return Merchandise ->		-10.00
Count of VOID key activity ->	VOID KEY	0
Total of VOID key activity ->		\$0.00
# of VOID key position transactions ->	VOID MODE	0
Dollar amount of VOID key position ->		\$0.00
# of canceled transactions ->	CANCEL	0
Amount of canceled transactions ->		\$0.00
Gross Sales Total	GROSS TTL	\$120.57
# of Cash sales ->	CASH	6
Dollar amount of Cash sales ->		\$60.59
# of Check sales ->	CHECK	2
Dollar amount of Check sales ->		\$19.99
# of Charge sales ->	CHARGE	1
Dollar amount of Charge sales ->		\$29.99
# of Rec'd on Account transactions ->	RECEIVED ON	2
Total of Rec'd on Accounts ->		\$30.99
# of Paid Out transactions ->	PAID OUT	1
Total of Paid Out transactions ->		\$10.00

Continued on the next page . . .

Foreign Currency Total ->	CURRENCY TOTAL	
		\$0.00
Cash in drawer amount ->	CASH IN DRAWER	
		\$81.58
Check in drawer amount - >	CHECK IN DRAWER	
		\$19.99
Count of no sales ->		
Customer Count ->	NO SALE COUNT	0
	CUSTOMER COUNT	9

Non-resettable Grand Total ->	GRAND TOTAL	
		\$12474.83
Time/Date ->	15:39	03-01-2006
Transaction Counter/Clerk/Register Number ->	000065	CLERK 1 00

Hourly Sales Report

The Hourly sales report lists the number of transaction and their dollar total for each hour of the day.

	THANK-YOU CALL AGAIN		
Report Name ->	< TIME REPORT >		
Report Type/Reset (Z) Counter	X		1
Time Period Activity Counter ->	10:00		7
Time Period Sales Total ->			\$7.59
	11:00		1
(Counters and Totals are listed for each time period)			\$346.67
	12:00		9
			\$110.57

Activity count of all time periods ->	CNT TOTAL		17
Total of all time periods ->	TOTAL		\$474.83
Date/Time ->	15:39	03-01-2006	
Transaction Counter/Clerk/Register Number ->	000066	CLERK 1	00

PLU Report

The PLU report lists the activity and sale total for each PLU.

Report Name ->	< PLU REPORT >		
Report Type/Reset (Z) Counter	X		1
PLU Activity Counter ->	PLU1		1
PLU tax status/PLU price or limit ->	T1		@1.99
Reporting Dept/PLU Sales Total ->	DEPT.2		\$1.99
	PLU30		1
(PLU Counters and Totals are listed for each PLU)	T2		@10.00
	DEPT.4		\$10.00

Activity count of all PLUs ->	CNT TOTAL		417
Total of all PLUs ->	TOTAL		\$12474.83
Date/Time ->	15:39	03-01-2006	
Transaction Counter/Clerk/Register Number ->	000067	CLERK 1	00

Clerk Report

If you are using a clerk system, the clerk report is available. (See “System Option Programming” on page 56 and set option #16 to a value of **1** or **2** if you wish to use the clerk system.)

Report Name ->	< CLERK REPORT >		
Report Type/Reset (Z) Counter	X		1
Total sales for the clerk ->	•CLERK 1		\$1.06
Number of no sales performed ->	NO SALE CNT.		0
Customer Count for the clerk ->	CUSTOM. CNT		1
	•CLERK 2		\$7.92
(Totals are listed	NO SALE CNT.		0
for each CLERK)	CUSTOM. CNT		9

Total count of all No Sales ->	NO SALE CNT.		0
Total count of all customers ->	CUSTOM. CNT		10
	TOTAL		\$8.98
Date/Time ->	15:39	03-01-2006	
Transaction Counter/Clerk/Register Number ->	000068	CLERK 1	00

Cash-in-Drawer Report

Run a Cash-in-Drawer report to quickly verify the amount of cash that should be in the cash drawer.

Report Name ->	< CASH-IN-DRAWER >		
Cash in drawer amount ->	CASH-IN-DRAWER \$81.58		
Date/Time ->	15:39	03-01-2006	
Transaction Counter/Clerk/Register Number ->	000069	CLERK 1	00

Check-in-Drawer Report

Run a Check-in-Drawer report to quickly verify the amount of checks that should be in the cash drawer.

Report Name ->	< CHECK-IN-DRAWER >		
Check in drawer amount ->	CHECK-IN-DRAWER \$19.00		
Date/Time ->	15:39	03-01-2006	
Transaction Counter/Clerk/Register Number ->	000070	CLERK 1	00

System Balancing

Department Sales Total

+	+DEPT TTL (Add All Positive Departments)
-	-DEPT TTL (Add All Negative Departments)
=	ADJST DEPT TTL

Net Total

+	ADJST DEPT TTL
+	TAX1 AMOUNT
+	TAX2 AMOUNT
+	TAX3 AMOUNT
+	+% (Surcharge Total)
-	-% (Discount Total)
-	- (Minus Key Total)
=	NET TTL

Gross Total

+	NET TTL
+	RETURN MDSE
+	VOID MODE
-	+% (Surcharge Total)
+	-% (Discount Total)
+	- (Minus Key Total)
=	GROSS TTL

Grand Total

+	Yesterdays Grand Total
+	Gross Total
=	GRAND TOTAL